



## **Volunteer Role Description: Safety Guide**

---

### **Purpose of the Role:**

The Risk Factory is an exciting purpose-built centre in Edinburgh, designed to allow visitors to experience at first hand a range of real life situations and learn how to deal with them in a controlled and supervised environment.

Our safety guides play a vital part and are essential for the delivery of the key safety messages within the scenario area. It is their responsibility to lead small groups through the centre and deliver essential messages.

### **Location:**

The Risk Factory, 20 New Mart Road, Edinburgh, EH14 1RL

### **Duties and Tasks:**

This involves escorting small groups of visitors around the hazard scenarios (learning zones), running simple activities and delivering key safety message; engaging with the group and ensuring a high quality, educational experience has been delivered.

### **Time Commitment:**

Each visit takes approximately three hours, this includes a briefing session prior to every visit and a de-brief session at the end. All we ask is a minimum of two sessions per month, however, this is flexible.

### **Requirements:**

- Good communication skills.
- Enjoy working with the public, especially children.
- Enjoy working as part of a team.
- Reliable, responsible and trustworthy.
- Willing to learn about safety and everyday life skills.

### **Recruitment and Selection Procedure:**

The Risk Factory asks prospective volunteers to complete an application form and provide two referees. As you will be working with small groups of children / young adults we will also need you to join the PVG Scheme (carried out and paid for by The Risk Factory),

### **Training:**

Training is taken entirely at your own pace and involves induction training and the shadowing of experienced volunteers. No one is expected to go solo in any of our volunteering roles until they feel entirely confident in the role. One to one meetings and review meetings are offered, whilst support and supervision is ongoing.



The induction and training manual contain information on Policies, Procedures and Guidelines in relation to Confidentiality, Child Protection and other matters.

**Benefits to the Volunteer:**

- The opportunity to contribute to the community and make a difference to children's and other vulnerable groups safety.
- To develop and/or enhance communication and presentation skills.
- The chance to meet and work with people from different walks of life.
- A sense of ownership and being a valued member of The Risk Factory team.

**Contact Us:**

Please contact Caroline or Louise on 0131-455 8930 or email [riskfactory@edinburgh.gov.uk](mailto:riskfactory@edinburgh.gov.uk) to arrange an introductory visit. This will provide you with the opportunity to meet existing staff and volunteers, and where possible, to join a group of visitors on a tour to find out more about what volunteering at The Risk Factory is all about.

---