



Volunteer Role Description – Safety Guide (Evenings)

Purpose of the Role:

The Risk Factory is an exciting purpose-built centre in Edinburgh, designed to allow visitors to experience 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. The Cub Scout, Brownie and similar programmes are delivered in the evening.

Location:

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

Duties and Tasks:

This involves escorting small groups of Cub Scouts/Brownies/others around the scenarios, delivering key safety messages and ensuring a high quality, educational experience has been delivered by providing the information required by them to gain their Home Safety and Road Safety Badges (Cubs) and Home, Road, Crime Prevention, Fire and/or Water Safety Badges (Brownies).

Time Commitment:

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

Requirements:

- To have good communication skills.
- To be confident to deliver the messages in a calm manner.
- Enjoy working in a team environment.
- Enjoy working with children.
- Reliable, responsible and trustworthy.
- Be willing to learn about safety and everyday lifeskills.

Recruitment and Selection Procedure:

The Risk Factory asks prospective volunteers to complete an application form, provide two referees and to join the PVG Scheme, by completing an Enhanced Disclosure form, as you are in sole charge of small groups of children. Once all information is received the recruitment selection process will continue. The Risk Factory Officer will be responsible for processing the documentation and liaising with the volunteers.

Training:

Initial training will include the information to be delivered as well as techniques for teaching and dealing with groups. Further training can take the form of shadowing other volunteers as they lead tours. One to one meetings and review meetings are offered, whilst support and supervision is ongoing.

The induction and training manual contains 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 safety.
- To develop and/or enhance communication and presentation skills.
- The chance to meet and work with people from different walks of life.
- An exciting new experience and an opportunity to do something completely different.
- A sense of ownership and being a valued member of The Risk Factory team.
- Having your expertise and knowledge applied and valued by all the agencies and customers of the centre.

Contact Us:

Please contact Caroline or Louise on 0131-455 8930 or email 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.
