

Job description for volunteer position as an „Inclusion buddy”

For better understanding, we have agreed that the pwd will be referred to as volunteers and the inclusion buddies as (inclusion) buddy, although this is also a volunteer position.

For the organisations:

Designation/Title	Inclusion-Buddies
Job site/area/location	
Goals or outcomes of the position	<ul style="list-style-type: none"> • Accompany people with disabilities (=PwD) in their volunteering well and safely, that people with disabilities feel taken care of, recognized and valued because they can make a meaningful contribution to society • Ensure that communication and cooperation between people with disabilities, their place of living and place of work goes well and smoothly • Contribute to the reduction of resistance, fears and anxieties on part of the organisations, parents, caregivers, etc.
Field of activity (max. 5 main tasks)	<ul style="list-style-type: none"> • Good and ongoing communication with people with disabilities as well as with their environment (caregivers in institutions, parents, etc.), organization and project coordination • Identify difficulties and problems and find individual solutions for them • Participate at the trainings/introduction session the accompanied volunteer gets in his/her work • Preparation and follow-up (training workshop, debriefing/reflection meetings)
Area of responsibility <ul style="list-style-type: none"> - In distinction to full-time employees - Responsibilities - Number and function designation of the subordinate co-workers/inside and/or honorary ones - Substitution of and/or by ... 	<ul style="list-style-type: none"> • If volunteer can't do it him-/herself, report potential problems or difficulties to the organisation/the project coordination and approach possible solution • Responsible for the volunteer as long as he/she works voluntarily • Responsible for making people with disabilities feel safe • Be the contact person for PwD • Attend a training for inclusion buddies • Coordinate and organize the transport

	<ul style="list-style-type: none"> • Ensure communication between all parties involved (e.g. in case of cancellations) and that communication structures are clear and transparent • Keep an eye on whether everything is going well and only intervene when necessary
<p>Target group</p> <ul style="list-style-type: none"> - Who could be interested in becoming an Inclusive Buddy? - Which group of people is particularly suitable / possibly not suitable? 	<ul style="list-style-type: none"> • People who regularly have free time • People who are already active in this field or people who are willing to become active • National and European volunteer service holders • Retired people • People who are currently doing a traineeship in the field • Students • People who are interested to help somebody
<p>Requirements profile/ prerequisites</p> <ul style="list-style-type: none"> - Education & Qualification - (professional) experience - special knowledge (e.g. computer skills) - personal requirements (e.g. good networker, communicative) 	<ul style="list-style-type: none"> • Have sense of responsibility • Respect the desires and needs of the PwD • Be able to communicate well • Meet at eye level • Be able to take a step back (PwD should be centre of attention) • Be able to endure certain situations • Be able to set appropriate boundaries respectfully and empathetically • Confidentiality • Willingness and motivation to reflect • Participation in trainings to further educate oneself about specific requirements of Buddy • Outgoing, must be able to approach people • Longer term commitment • Punctual • Reliable • Flexible • Extended police clearance certificate • At least 18 years old
<p>Time frameof the engagement (preparation, organization, assignment, travel time, follow-up)</p>	<ul style="list-style-type: none"> • Long term commitment (at least one year / 3 months per year) • At least 3 hours per week
<p>Contact person from the organisation main responsible person for buddy when it comes to organizational issues</p>	<ul style="list-style-type: none"> • Will be appointed by the organisation • Inclusion buddy should get contact details of contact person • Possibility to talk regularly • Initial address for problems and other organizational issues (e.g. when buddy is sick)

<p>Supervisor from the organisation (can be the same person as contact person)</p>	<ul style="list-style-type: none"> • Must be organised by organisation • Buddy must get his/her contact details • Contact person for in-depth matters and problems • Also checks whether buddy is working correctly and well • Responsible for matters related to professional competence, assistance and controlling
<p>Insurance Liability and accident insurance</p>	<ul style="list-style-type: none"> • DE: Must be provided by the organisation • IT: Buddy is asked to provide insurance for him/herself → depends on the country
<p>Reimbursement e.g. travel expenses, reimbursement of expenses, honorary flat rate</p>	<p>???</p> <ul style="list-style-type: none"> • In general: no reimbursement payments • In case of regularly upcoming costs individual solutions will be found
<p>Education/training How can the Inclusion Buddy be supported professionally? What kind of qualification can be offered to him/her?</p>	<ul style="list-style-type: none"> • Training as an integration facilitator through project coordination before the project starts • New competences through special training
<p>Other</p>	<ul style="list-style-type: none"> • Desirable, but not necessary • e.g. own car, driver`s license etc.
<p>Ideas for recruitment</p>	<p>CZ:</p> <ul style="list-style-type: none"> - creating a social media ad - We currently have a large network of volunteers (also due to the situation in Ukraine) - sending a friendly informative email about the possibility of being our buddy. - because we are a university city with social and pedagogical programs, we will offer this opportunity to students (Irena will arrange time with the professors, give a offer to the students). - in our Volunteer Center we have a notice board at the entrance, we will also use this space for reaching Buddies from the ranks of volunteers and the general public (there is a pancake house in the building and other social services are located here). - We are considering the possibility of reaching people in the local cultural guide through an advertisement or an article. <p>DE:</p> <ul style="list-style-type: none"> - education provider for special care training - national volunteer services - students

- just recently retired people
- online data base
- social media and PR work
- members and member organisations
- professionals

LT:

- informative events for youth online and face to face
- youth gatherings
- advertising videos
- personal contacts
- local and international networks (Eurodesk, Caravan 2000)
- social media (invitations, advertising etc.)
- social experiment "Cup of Solidarity Coffee – best way to become a Buddy"

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For potential volunteers:

“You want to support people with disabilities and restrictions to be active members of our community? You want to enable them to volunteer themselves? You want to break down the barriers for people with disabilities?

Then become an “Inclusion-Buddy”!

What does an “Inclusion-Buddy” do?

An “Inclusion-Buddy” accompanies a volunteer with any kind of disabilities & restrictions during his/her volunteer activities, and supports him/her in his/her volunteer work. The “Inclusion-Buddy” is not only the contact person for the person with disability but also for the organisation in case of questions and problems. Your job will be to support both sides. You spot difficulties, which might appear and help solving them (e.g. transport, communication means, “translation” service in Easy language, safe-guarding). You have an eye on whether everything is going well, and intervene only when necessary. It is important that you have a supportive role only; you are just the back-up for the person with disability. If the volunteer and the organisation get along well and neither of them needs you anymore, you have done a great job – empowering people with disabilities to volunteer themselves!

What do we need from you?

1. Time – at least 3 hours a week and commitment for a longer period of time (e.g. 3 months/ one year) → longer term commitment

2. participating in a preparatory training course
3. problem solving abilities
4. ability to cope with stress
5. empathy
6. inclusive attitude
7. good communication skills
8. reliability and responsibility

What can you expect from us?

1. Training and coaching
2. Supervision and a reliable contact person
3. Good team atmosphere and being embedded in the team
4. ?Reimbursement of expenses
5. ?Insurance
6. Being invited to further education programmes, team meetings and gatherings etc.
7. Gaining new experiences (e.g. get out of own comfort zone and bubble)
8. Acquire new competences and knowledge

Got interested?

Then contact us!