

Community Based Volunteer

at **Macmillan@WestLothian Cancer Information & Support Service**

About this opportunity: Macmillan @ West Lothian provides information and support to anyone affected by cancer. Volunteers take the service into the community to give vital local support and raise awareness of our project. • Assist and encourage people from different ethnic backgrounds and communities to use Macmillan @ West Lothian service • Offer Macmillan information and support service at outreach locations within West Lothian • Work with Macmillan @ West Lothian staff to spread the word about the project and explain the help we can offer • Attend awareness stalls, talks and healthy living days and have an input into how best to engage service users from differing communities • Set up and dismantle stalls • Meet and greet visitors, providing a warm welcome to Macmillan @ West Lothian • Provide a friendly, listening ear to people • Collect and record information about people who use the service • Referring complex cases to a supervisor • Adhere to policies regarding client confidentiality, data security and protection of vulnerable groups • Attend volunteer team meeting and on-going training

Work Type: Administrative / Office Work | **Client Group:** People With Ill Health

Required Skills and Expertise: • Open, warm and friendly manner • Good communication skills • Non judgemental • Ability to actively listen (training will be given) • Awareness of own limitations and boundaries • Commitment to the role • Willingness and commitment to undertake necessary training • Willingness to learn and desire to support others

Restriction details: none

Travel details: Various venues within West Lothian | **Age range:** 21.0 - 100.0 | **Expenses Paid:** Yes

When can I volunteer?

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organisation contact:

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Contact the TSI:

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About **Macmillan@WestLothian Cancer Information & Support Service** |

This project provides information and support around the non-clinical aspects of living with and beyond cancer. We provide anyone affected by cancer (including patients, family members, carers and friends): -A network of drop in centres located within libraries and partnership centres across West Lothian, staffed by trained volunteers with time to listen to service users and address individual needs identified. -A welcoming and comfortable environment within local communities -High quality, accurate and appropriate information, along with signposting and referral to specialist partner organisations where appropriate. Macmillan @ West

Lothian Cancer Information and Support Service is a partnership between Macmillan Cancer Support and West Lothian Council. The service is funded by Macmillan and delivered by West Lothian Council

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