

Recycling Volunteer Role Description



Clan Cancer Support (Clan) is a well-established local charity located in the heart of communities across the North-East, Moray, Orkney and Shetland Isles. Clan is here for anyone affected by a cancer diagnosis, providing emotional and practical support to help live with and beyond their own or someone else's cancer diagnosis and improve the quality of life for all those who turn to us for support. Our services are freely offered to all from pre-diagnosis and diagnosis through treatment and beyond through our network of wellbeing centres.

What this Role Involves

Your role as a **Clan RECYCLING VOLUNTEER** is to collect and dispose of items of recycling for the Clan shop. You may also be required to assist with any general facilities/project requests if competent and trained to do so.

Typical activities include ensuring the efficient disposal of recycling from the Clan shop by:

- Collecting pre-bagged or pre-boxed items of recycling from the container and/or the sorting area at the Clan shop.
- Transportation of the recycling items to the container at Streamline, Hatston Industrial Estate in your own vehicle.
- Disposal of the recycling into the container, complying with the manual handling training provided at induction.
- Report to the Shop Supervisor when the container is approaching capacity, in order for them to arrange its' travel to the mainland.
- Occasional collections from the ferry terminal at Hatston, the Pier Shed or from Island Haulage on an ad-hoc basis.

Role Commitments

- Volunteering on a rota basis of one week on, two weeks off, (usually for a minimum period of 12 months (unless otherwise agreed) and on occasions being flexible and available to help at short notice
- Attending required training and volunteer meetings to receive updates, ongoing development and support
- Shift length and time commitment may vary dependent upon quantity of recycling, which may vary per shift
- Ensuring that your vehicle remains in roadworthy condition and is insured for the above use
- Submit any mileage expenses claims in accordance with the Clan Volunteer Expenses Policy and Procedure within 3 months of the mileage being incurred
- Helping to raise awareness of Clan services and fundraising opportunities

Essential Skills and Experience Required

It is essential that you hold the relevant full clean driving license and must fulfil the requirements of the Clan Volunteer Driving Policy. There are no prerequisites for this role in terms of professional qualifications and Clan will provide you with the relevant training and ongoing supervision to support you in your role.

Other desirable skills and attributes include:

- The ability to carry out tasks on your own initiative and as part of a team to deliver on competing priorities
- Being an excellent team player and carrying out your volunteering activities in accordance with Clan Policies & Procedures
- Honest, sense of responsibility, confidentiality & good communication skills
- Willing to undertake additional training to enhance the services delivered by Clan
- An understanding of what Clan does

How Clan will Support You

In return for your time as a RECYCLING VOLUNTEER, Clan will:

- Aim to ensure that volunteering with us is a fulfilling and worthwhile experience. You'll have support from staff, with the opportunity to gain and develop skills and meet with other volunteers.
- Your role as RECYCLING VOLUNTEER can often involve dealing with difficult situations. It's our responsibility to ensure you have all the relevant training and support to enable you to fulfil your role and have a rewarding volunteering experience.

Clan will provide you with:

- Comprehensive induction to Clan and your role
- Relevant training as required
- Ongoing training, supervision, development and wellbeing support
- Reimbursed expenses incurred whilst volunteering in accordance with our Volunteer Expenses Policy & Procedure

Applying to Volunteer

You can contact us via our website www.clancancersupport.org or email volunteering@Clancancersupport.org