

SHINE - Volunteer Liaison Officer



Roles and Responsibilities

The role of Volunteer Liaison Officer is exclusively for independent members of SBHI who have Spina Bifida and/or Hydrocephalus and who could be seen as a role model to others with Spina Bifida and/or Hydrocephalus. Volunteer Liaison Officers arrive on the Saturday morning and stay on site until the following Friday afternoon. There are usually 2 Liaison Officers (one male and one female) on each week of SHINE.

A summary of the Liaison Officer responsibilities, are as follows:

- Report to coordinators
- Attend training on the Saturday prior to participants' arrival
- Encourage and support participants so that they have a confidence building and fun experience
- Help all members of the SHINE team and take part in activities
- Facilitate programme activities based on particular areas of interest or talents
- Facilitate group discussions
- Be a source of information to participants on various stages of their lives
- Kitchen duty – clear away after mealtimes (this is done on a rota basis)
- Liaise between the participants and the rest of the SHINE Team – keep a note of any issues/grievances that participants may have and report them immediately to the coordinator
- Keep to the rules & code of conduct of SHINE and maintain the code of respect
- Enter into the spirit of fun
- Act as a role model at all times

To become a Liaison Officer Volunteer you must:

- **Be 21 years of age or older buy by the 21st June prior to SHINE starting**
- **Have attended SHINE as a participant prior to applying**
- **Have a positive and enthusiastic attitude**
- **Be an excellent communicator**
- **Have certain levels of achievement in areas such as driving, education, employment or living independently**
- **Be a caring, hard working, responsible and compassionate person**
- **Have the ability to deal professionally with any issues which may arise**