



Fixing the big issues for disabled people in Buckinghamshire
Charity No 1102511

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Postal Address (no callers): BuDS, c/o Aylesbury Foodbank,
44 Rabans Close, Aylesbury, Buckinghamshire, HP19 8RS
Registered Address (no callers): BuDS, c/o B P Collins LLP, Collins House,
32-38 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL



Volunteer Role Description

BuDS BuDDy

Hours:	Variable
Duration:	Until 30 June 2020 (may be renewed)
Location:	Home based
Reporting to:	Jess Whiting
Role Purpose:	To support disabled people through the BuDS telephone befriending service (BuDDies) during the COVID-19 outbreak

Specific Responsibilities:

With strong support of Jess Whiting, and as part of the BuDDies team:

1. Take part in training and induction as a BuDS volunteer and befriender (a BuDDy)
2. Take part in training to use the CharityLog client software system
3. Be part of the BuDDies team and take part in weekly team meetings and briefings
4. Establish and maintain contact with people assigned to you to befriend, using appropriate contact methods including phone and videocall
5. Keep accurate records of all your contacts on the CharityLog database
6. Report back to the team and your manager on any issues which arise
7. Immediately use the escalation procedure if any urgent or sensitive matter arises during your contact with people you are befriending.
8. At all times maintain confidentiality and not discuss anything about clients outside the befriending team.

Person Specification

1. Working knowledge of using MS Teams but full training will be given if needed
2. Ability to build therapeutic relationships and support others
3. Ability to work cooperatively and effectively with a wide variety of people including disabled people with impairments of all types
4. Ability to maintain confidentiality and keep private information to themselves.

5. Understanding and appreciation of the Social Model of disability – see <https://buds.org.uk/the-social-model-of-disability/>

BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role.

BuDS is committed to safeguarding all those with whom it works. This post will involve unsupervised work with potentially vulnerable adults and children, and/or their records, and so this post will be subject to an enhanced DBS check on appointment. This will be arranged and paid for by BuDS.