



SHINE – Volunteer Liaison Officer Role

Roles and Responsibilities:

The role of Volunteer Liaison Officer is exclusively for independent members of SBHI who have Spina Bifida and/or Hydrocephalus 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 1/2 Liaison Officers on each week of SHINE.

A summary of the Liaison Officer responsibilities is as follows:

- 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 at 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 and 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 by 1st March prior to SHINE starting
- Have a positive and enthusiastic attitude
- Be an excellent communicator
- Have certain levels of achievement in areas such as living independently, education and employment
- Be a caring, hard working, responsible and compassionate person
- Have the ability to deal professionally with any issues which may arise