

Horizons Volunteer Role Outlines



corrymeela
Horizons
Programme



*We have two residential
volunteer roles to fill:*

- 1.
Centre Programme and
Hospitality Volunteer**
- 2.
Cover Support Volunteer**



1. Centre Programme and Hospitality Volunteer

Managed by:

Volunteer Manager

Duration:

September 2024 to August 2025

Primary Location:

Corrymeela Centre, Ballycastle



Every year we welcome 5,000 people from different communities to our Ballycastle Centre. The Corrymeela Horizons Programme is an opportunity to spend a year living at our Ballycastle Centre helping our teams through welcoming hospitality; supporting programme facilitation; greeting groups; enabling them to nurture deeper relationships and explore how to live well together.

Our volunteers are at the heart of our work.

During the year we provide a range of informal and formal training to enable our Horizon volunteers to develop their skills in group work, conflict transformation and personal reflection which will benefit them in their future lives.

Key Tasks

- Work with Ballycastle Centre Staff to deliver hospitality and programmes within the centre, working alongside youth and school groups, international universities, and community groups

Ballycastle Centre Programme

- Assist and support in the hospitality around meals and refreshment breaks as well as registration tasks for groups
- Participate in centre meetings and the rhythms of shared life
- Assist programme staff, facilitators, and group leaders in programme delivery when appropriate
- Develop skills in facilitating sessions and activities
- Actively participate in preparation and debrief meetings for group residentials
- Attend regular volunteer team meetings and training
- Join in and contribute to events associated with the wider life of Corrymeela
- Be a part of the emergency response team for fire procedures as well as support health and safety generally on site
- Be part of a team and support the efficient running of the centre



Ballycastle Centre Programme

Throughout your year with Corrymeela you will receive supervision and training in the areas relevant to your role. Volunteering as a Centre Programme and Hospitality Volunteer you will learn skills in:

- Working with people from different backgrounds
- Working with groups such as schools, youth groups, and universities
- Community development and youth work

Skills, Knowledge, and Experience: Essential

- A commitment to the ethos, values, and mission of Corrymeela
- A desire to get involved, learn and receive input from others
- An ability to communicate well with a people from a wide range of backgrounds, communities, and cultures
- An ability to work on your own initiative
- Ability to reflect and learn from experiences
- Ability to deal with conflict well

Skills, Knowledge, and Experience: Desirable

- Experience working or volunteering in
 - » Community development, or
 - » Youth work, or
 - » Peace-building
- Knowledge and understanding of Northern Irish history
- Awareness of conflict transformation and resolution

What you will gain

Throughout your year with Corrymeela you will receive supervision and training in the areas relevant to your role.

Volunteering as a Centre Programme and Hospitality Volunteer you will learn skills in:

- Working with people from different backgrounds
- Working with groups such as schools, youth groups, and universities
- Community development and youth work
- Group and self-reflection
- Intentional community living



Your Commitment

In choosing to Volunteer with Corrymeela, you commit to:

- Working well with volunteers and staff
- Understanding and developing awareness of working well through conflict
- Supporting your peers and colleagues
- Helping to ensure we create safe spaces

Details

This is a volunteer role that contributes to Corrymeela's mission in a way that can't be delivered by a paid post. Volunteers do not receive any payment from The Corrymeela Community during their time with us. However, food and accommodation are provided and essential expenses are reimbursed.

Flight, Visa, & Healthcare Information

<https://www.gov.uk/temporary-worker-charity-worker-visa>

All volunteers from outside the UK and the Common Travel Area are required to apply for and obtain a UK Tier 5 Charity Worker Visa in order to volunteer with Corrymeela. The cost for this visa is approximately £244 GBP. In addition, volunteers who are at Corrymeela for six months or more who require a visa must pay a fee ("healthcare surcharge") of approximately £1000 GBP to the National Health Service (NHS) per year, payable at the time of visa application. Volunteers are expected to cover the cost of their flight, visa, and healthcare surcharge.

Medical Care

Volunteers will be able to register with the local GP (doctor) in Ballycastle during their first few weeks here. Corrymeela will assist with this process

Flexible Working Patterns

As the nature of the work Corrymeela carries out is unpredictable and varied, all staff and volunteers are required to be flexible to meet the needs of the organisation. Evening and weekend work will form a part of the rhythm of weekly duties. We expect you to be a full-time volunteer.

It is important that volunteers make good use of their time off and you are encouraged to spend some time away from the centre when you have the opportunity. Corrymeela will encourage volunteers not to take up part-time work or volunteering with any other organisation. We will agree a rhythm of regular work time and revisit the schedule during support sessions to ensure volunteers well-being.



Holidays

All volunteers who are here for a year or more will be eligible for 15 ‘floating’ days to be taken throughout the year and to be arranged with the Volunteer Manager, plus an extra two weeks over the Christmas period when the centre is closed and volunteers need to leave the centre. Support with sourcing alternative accommodation with host families or other connections to Corrymeela can be explored if needed, however, volunteers are encouraged to use this time to visit with family or friends.

Review Period & Ongoing Support

The volunteer will meet with the Volunteer Manager regularly for supervision and support to ensure the relationship is working out. The full year as a Horizons volunteer is subject to passing an initial four month probation period

Statement on Confidentiality

It is in the nature of the work carried out by Corrymeela that staff and volunteers will become aware of sensitive and confidential information. It is crucial that this information is held in the strictest confidence within the context of Corrymeela’s policies and procedures. Failure to do so will be viewed as Gross Misconduct and will be subject to the appropriate levels of disciplinary procedures.

Safeguarding

We require all staff and volunteers to work according to Corrymeela’s Safeguarding Policy. Offers of voluntary work are subject to a background check from the applicant’s country.

Employment of Ex-Offenders

Corrymeela has a policy on the recruitment of ex-offenders. A criminal record will not necessarily debar anyone from being offered a voluntary placement.

This Role Outline will be subject to review in the light of changing circumstances and is not intended to be a rigid and definitive outline, but should be regarded as providing guidelines of essential tasks and duties. Other duties of a similar and appropriate nature may be assigned from time to time. It is important to note that responsibilities may change to meet the evolving needs of the services that the charity provides.

Please note that in applying, any successful applicants will need to cover their fees including, but not limited to, visa charges and health surcharges alongside the cost of transportation to and from N. Ireland. Please also note that as of 6th February 2024 the health surcharge for the UK has increased—see www.gov.uk for further information. The Corrymeela Community is not responsible for the cost of these charges, and anyone offered a place as a Horizons volunteer is agreeing to meet these costs.



2.

Cover Support Volunteer

Managed by: Volunteer Manager

Duration: September 2024 to August 2025

Primary Location: Corrymeela Centre, Ballycastle



Every year we welcome 5,000 people from different communities to our Ballycastle Centre. The Corrymeela Horizons Programme is an opportunity to spend a year living at our Ballycastle Centre helping our teams through assisting with hospitality; greeting groups and more as they deliver programmes for people from different backgrounds, enabling them to nurture deeper relationships and explore how to live well together.

Our volunteers are at the heart of our work.

As the Cover Support Volunteer you will assist our Hospitality and Facilities Team working alongside the Cover team with the smooth running of the centre by supporting guests, groups and programmes. A big part of the role is offering a warm welcome. The Cover Support Volunteer lives at the centre so you will be on call overnight in case of emergencies when we host residential groups, as well as for the Horizon Volunteer Team. You will also be the main Cover contact at times on shift when not working directly alongside a Cover staff member.

Key Tasks

- Extend a warm welcome to guests when they arrive and practice excellent hospitality
- Be part of a team and support the efficient running of the centre
- Work alongside the staff member responsible for Cover
- Complete daily operational tasks in a timely and efficient manner
- Ensure high standards are maintained in relation to health and safety and hygiene
- Be a part of the emergency response team for fire procedures
- Support centre security, which includes key-holding duties and locking up at night when on call
- General administration duties as required
- Hosting site visits and tours

What you will gain

Throughout your year with Corrymeela you will receive supervision and training in the areas relevant to your role. Volunteering with Corrymeela you will learn skills in:

- The hospitality sector and providing an excellent service to guests
- Working with people from different backgrounds
- Working with groups such as schools, youth groups and universities
- Intentional community living



Your Commitment

In choosing to Volunteer with Corrymeela, you commit to:

- Engaging well with volunteers and staff
- Supporting your peers and colleagues
- Helping to ensure we create a safe, welcoming space for everybody at the centre

Skills, Knowledge, and Experience: Essential

- The ability to demonstrate a commitment to the ethos, values, and mission of Corrymeela
- A desire to get involved, learn and receive input from others
- The ability to offer a warm welcome to guests, and make light conversation with people from a wide range of cultures and backgrounds
- The ability to provide an excellent experience for our guests
- The ability to manage your own workplans and tasks, and work efficiently to a schedule on your own and as part of a team.
- The ability to have difficult conversations well, offering and receiving constructive feedback
- A willingness to step in when necessary and occasionally performing duties outside the role
- A willingness to live and work in a residential centre and participate in community life

Skills, Knowledge, and Experience: Desirable

- Previous experience with Health and Safety, and Fire Safety, Regulations in the workplace
- Previous experience of public speaking
- IT and Audio-Visual hardware experience



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*For further information, please
contact our Volunteer Manager:*

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