

Thank you for contacting The Olive Tree, regarding the possibility of joining our volunteer team. The following notes describe the roles that our volunteers fulfil and hopefully will give you a clearer picture of what is required. All volunteer roles are subject to a DBS check (Disclosure and Barring Service) and references will be required. In addition to this therapists will require an Occupational Health Clearance.

Please note that if you are considering applying for a volunteer post with us and have had a personal experience of cancer it will be necessary for you to be two years beyond your experience before you can be considered. Similarly if you have been bereaved then we would need you to wait at least 12 months before joining us. We would be very happy to discuss any questions you may have or provide any further information.

Trustees

We have a Trustee Committee made up of 10 volunteers. The committee is responsible for the financial well being of the charity and the strategic planning. They work in a close partnership with the Centre Manager and other staff members to ensure that all operational matters are effective.

Anyone interested in this role would need to apply to the Committee in writing and follow the application procedure. Further information is available on request.

Emotional Support Volunteers

Counsellors

All counsellors must be fully qualified and members of the British Association of Counsellors and Psychotherapists (BACP). They need to have completed at least 50 clinical hours post qualification. Supervision is provided for all team members. In addition to the full team members we do have a limited number of student placements available each year. More details are available

Coaches

We have a very successful coaching programme at The Olive Tree. Coaches need to be qualified and certificated by a recognised organisation. They also need to be in supervision (not provided in house at the moment) and insured.

Hypnotherapists /EFT Practitioners /Art Therapists

All need to be fully qualified, insured and registered members of a professional body.

Complementary Therapists

The team currently includes therapists providing the following:

Acupuncture

Aromatherapy

Healing

Massage

Reflexology

Reiki

Meditation

Yoga

Other therapies would be considered.

Preferably, therapists will be available for 1x 3 hour session per week, although this is negotiable with the Centre Manager. All therapists have to be fully qualified, insured and a member of a professional body. Client experience is also essential.

Front Desk Team

These volunteers are the first port of call for all users of the centre. They meet and greet personal callers, deal with all telephone calls and e mails. They are required to use the computer in order to access the client database. They also require general administrative skills and are responsible for the appointment diary.

General Volunteers

There are a number of other roles which come together under this heading, concerned with:

Meeting and Greeting clients

Providing refreshments

Facilitating at Drop in Sessions

Servicing the therapy rooms – checking supplies, changing bedding etc.

Fundraising Team

This role is not a regular commitment but by arrangement, depending on the demands of various events.