



Volunteer application pack

Parish Contact

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Want to spend time doing something that has meaning, is challenging, inspiring, compassionate, and good fun? Then look no further...

SCIAF is the official relief and development agency of the Catholic Church in Scotland. We work in partnership with local church organisations, supporting communities across the world to bring about lasting change.

Our Vision & Mission

A just world, free of poverty, where we flourish and live in harmony with each other and all creation. Compelled by Christ's love, we work with those in the world's poorest places to end poverty, protect our common home, and help people recover from disaster. We inspire loving action in the Scottish Catholic community to sustain our work.

SCIAF helps more than two million people each year climb out of poverty and recover from disaster, regardless of their religion, race, beliefs or background. We are part of the second largest humanitarian network in the world, Caritas Internationalis, which allows us to work in the most challenging places and respond quickly when emergencies strike.

Demonstrating love and compassion

By joining SCIAF, you'll embark on a meaningful and impactful journey, helping make a real and lasting difference to the lives of people living in some of the world's poorest places.

While we very much accept applications from people of all faiths and none, we are inspired by Catholic Social Teaching and represent the Catholic Church in Scotland as their official relief and development agency.

In everything we do, we aim to demonstrate our values of love and compassion – treating everyone with respect and dignity, standing in solidarity with our colleagues and those we serve, and believing in a better tomorrow.

Diversity, Equity & Inclusion

As an inclusive employer, we want our staff and volunteers to reflect the communities in which we live and work. We aim to cultivate a working environment where all staff and volunteers feel accepted and appreciated, and where bullying, harassment and discrimination are not tolerated.

We welcome applications from everyone, regardless of gender, age, ethnicity, religion, disability or sexual orientation and our recruitment process is open and fair. We particularly welcome applications from ethnic minority candidates.

Job title:	Parish Contact
Salary:	Voluntary; some expenses may be reimbursed
Location:	Various
Closing date:	Ongoing applications

Background to the role

SCIAF Parish Contacts play a vital role in connecting their parish to the work of SCIAF and are key to ensuring we can make a difference for our sisters and brothers living in the world's poorest places.

You'll be the face of SCIAF in your local parish. Parish Contacts act as ambassadors, helping to spread the word about the work of SCIAF and encouraging and supporting others in their Parish to too.

You'll also play an important role by taking part in all our national fundraising appeals such as the WEE BOX Lenten appeal, Real Gifts and other annual collections.

Volunteering can allow you to use your skills, knowledge and life experience to help benefit others.

Job description

Overall purpose of role

We can only bring about change in the world with the support of the Catholic community in Scotland. This role supports SCIAF's mission to develop a vibrant, passionate SCIAF family throughout Scotland which is deeply committed to, and supportive of our work.

Support Coordinator

Community Engagement Officer

Time commitment

There is no set time commitment for this role. It is anticipated that the commitment will be no more than a few hours a week and can be worked alongside your existing commitments.

Tasks/Activities

As a Parish Contact, your role could involve a number of different tasks, based on your skills and interests and the needs in your parish:

- Putting up posters and handing out flyers about SCIAF's work and appeals
- Delivering talks in your parish, or other local parishes if required
- Hosting SCIAF events (e.g. workshops or film screenings)
- Advocate for SCIAF fundraising appeals, like the WEE BOX campaign – handing our WEE BOX packs, etc
- Acting as a contact between SCIAF and your parish Priest
- Setting up a SCIAF group in your parish

Code of Conduct

All staff and volunteers are expected to adhere to a Code of Conduct which specifies the attitudes and behaviour that all Caritas staff are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.

Person specification

Area	Essential	Desirable
Skills and Abilities		
Ability to work within a small group	✓	
Ability to work on own initiative and independently when required	✓	
Attitude		
Helpful, positive, enthusiastic, with can-do attitude	✓	
Other		
Empathy with SCIAF's ethos, aims and objectives	✓	

Volunteering at SCIAF

What you can expect from us

- A thorough induction process
- At least two training days per year that will equip you with knowledge of new resources
- An annual safeguarding training day to keep you informed of our policy and any changes
- Open communication with the SCIAF team to offer any advice and deal with any concerns you may have
- A positive volunteering experience with adequate support.

Hours of work

Timings and commitment vary per role, to be agreed in advance of commencing the role.

Insurance

All volunteers are covered by SCIAF's insurance policy.

Learning and development

SCIAF invests in improving the skills of its volunteers and staff, and actively encourages everyone to broaden their understanding and knowledge through relevant training.

Location

With the exceptions of specific office-based roles, all volunteers are home based and expected to arrange their own travel within their local area.

Expenses

Travel to and from events either by car or public transport will be reimbursed.