

Friends of Scottish Settlers (FOSS)
 (Scottish Charity no. SC049208)
 “Welcoming newcomers to Falkirk District”

FOSS offers support to people who are new to the Falkirk area,
 including befriending and English conversation practice.

We work with anyone new to Falkirk who needs help settling in, but most people fall into two main categories:

REFUGEES: People who have been granted protection by the UK government.

ASYLUM SEEKERS: People awaiting the outcome of their claim for refugee status.

Some clients may have limited English.

	Volunteer Role Description	Typical tasks
Client-facing	HOTEL VISITORS supporting asylum seekers in temporary accommodation	<ul style="list-style-type: none"> *Contact with hotel residents usually in a group setting *Help with informal English conversation *Regular Saturday walk-and-talk *Taking part in short term funded projects (for example arts and cookery projects when they are running)
	BEFRIENDERS for asylum seekers in temporary accommodation	<ul style="list-style-type: none"> * Regular contact with individuals, checking in * Socializing * Helping with telephone calls * English conversation (meeting regularly to chat) *Accompanying individuals on local public transport for the first time *Driving / accompanying on public transport to medical and dental appointments * Sign-posting to useful agencies and offering local knowledge / tips and advice
	BEFRIENDERS for settled refugee families	<ul style="list-style-type: none"> *Helping parents understand letters sent home in school bags and other official letters *English conversation (meeting regularly to chat) *Taking families food shopping the first few times.

		<p>*Accompanying individuals on local public transport for the first time</p> <p>*Driving / accompanying on public transport to medical and dental appointments</p> <p>Helping make connections to local groups / clubs eg. toddler groups, exercise classes</p> <p>Sign-posting and offering local knowledge / tips and advice</p>
	Delivery people	Ad-hoc delivery of furniture or other items as needed
	Drivers	Ad-hoc or regular giving lifts to individuals or families
	Language support	<p>Translating/interpreting</p> <p>Being involved in language classes</p>
Behind the scenes	Material needs team	Sourcing and allocating clothing / household items as required
	Administrative assistants	Helping the Trustees with back-office functions such as minute taking, record keeping, ad-hoc organizational tasks
	Events Team	<p>Working to set up regular events, enabling social contact between volunteers, befrienders and clients and the sharing of useful information.</p> <p>Working with other organisations.</p> <p>External: Social gatherings between volunteers and service users and the wider community</p> <p>Internal: Volunteer team gatherings</p>
	Social Media / web	Updating our Social Media and website
	Fundraising team	Researching funding options and preparing grant applications, Organising fund-raising and other events.
	Trustees	Responsibility for governing the charity

Qualities we look for in a volunteer include

- Excellent communication skills
- Reliability
- Patience
- Friendliness
- Sensitivity and respect for others whose beliefs may differ from your own
- A desire to improve the quality of life of all newcomers to Falkirk district

We will ask you to

- Respect people's religion and beliefs
- Respect client and volunteer confidentiality

- Treat service users, staff, trustees and fellow volunteers with respect
- Work in a non-judgmental manner
- Undertake an induction and complete necessary training (at no cost to you)

How we support you

- Induction
- Training and development opportunities
- One-to-one and group support
- Reimbursement out of pocket travel expenses, in line with our policy

Benefits to the volunteer

- The satisfaction of making a positive contribution to an individual or family
- Getting to know your fellow volunteers and growing your own personal network in Falkirk district
- The opportunity to meet and learn from people from many other countries

For more information, please email foss.falkirk@gmail.com