

Buddy Volunteer Role Specification

Role Title:	Buddy
Role Purpose:	To provide vital support to someone who has been diagnosed with the same blood cancer as you, or who cares for someone with the same blood cancer. Using personal experience and knowledge to help improve the experience of another patient.
Point of Contact:	Volunteer Coordinator and Buddy Coordinator
Where (Location):	Remote (Phone and email based)
Time commitment:	2 to 4 hours per month (on-going)
Role description:	<p>Being diagnosed with a blood cancer can be an isolating and overwhelming experience. Talking with someone who has been diagnosed with the same blood cancer or who cares for someone with the same blood cancer can reduce those feelings of isolation and anxiety. By actively listening, sharing your experience as well as practical hints and tips on coping day to day with a blood cancer diagnosis, you provide vital support during what can be a difficult time.</p> <p>We support people diagnosed with or caring for someone with a leukaemia, myelodysplastic syndrome (MDS) or myeloproliferative disorder (MPN). The person being buddied can be newly diagnosed, relapsed or on watch and wait/active monitoring.</p> <p>A buddy provides support by phone and/or email for 2-4 hours per month at an agreed time and date. The days and times of contact will be agreed once you have been matched up with a suitable patient or carer.</p> <p>A review will be held after 3 months to make sure you and your buddy are happy with the service and to go through any queries that may have arisen.</p>
Main tasks:	<ul style="list-style-type: none"> • Provide on-going support to your buddy via phone and/or email • Complete all training required before beginning your role • Communicate with our buddy coordinator to arrange date and time of first call, and continue to communicate during your buddying relationship if there are any issues or questions that you need help with • Feedback to buddy coordinator on the progress of the arrangement • Signpost your assigned buddy to other Leukaemia Care services or external services where necessary • Set clear boundaries with your assigned buddy, keeping to agreed meeting times as much as possible
Required skills, qualities and experience	<ul style="list-style-type: none"> • To have your own personal experience of a blood cancer, MDS or MPN

Leukaemia Care

YOUR Blood Cancer Charity

	<ul style="list-style-type: none"> • To be in a position where you are comfortable with your own emotional experience of your diagnosis and able to put your emotions to one side to support another's • To be able to respond to someone with empathy • Comfortable with one to one phone conversations • Be aged 18 years or over.
Training and support available:	<ul style="list-style-type: none"> • You will be emailed a Buddy Home Study pack. This consists of a PowerPoint presentation with an accompanying handout. You will be expected to complete the post training questionnaire and return to the Volunteer Co-ordinator. It should take 2 hours to complete. If you have any questions, please ask the Volunteer Co-ordinator. • You will be provided with an induction pack giving you all the necessary information and requirements for the role. • The Buddy Coordinator will be your main contact for questions about your Buddy relationship, the Volunteer Coordinator will be your contact for the onboarding process and for any more general volunteering queries or issues. • You will be offered the opportunity to be involved with other projects and/or roles within the charity if you wish to do so. • You will be offered a platform of communication with other volunteers within the charity and the chance to join our growing community. • From time to time we may offer extended training options on specific subjects.
FAQs	<p>Can I buddy more than one person?</p> <p>Yes. Initially, you will start with one. If you wish to support more people, the Buddy Co-ordinator will discuss this with you. On occasion, the Buddy Co-ordinator may approach you to see if you can support more than one person, but there is no obligation on you to do so.</p> <p>How long does the buddying relationship last?</p> <p>Initially the relationship will last for 6 months, at this point we will review with both the Buddy and the patient how the relationship is going. If the patient continues to need support and the Buddy is happy to carry it on then that is fine. Often calls or emails will continue less frequently, for instance they might be arranged for key milestones such as check-ups or blood tests. Some buddy relationships turn into on-going friendships, whilst others run their course when the patient no longer has need for support.</p> <p>What do I need?</p> <p>A landline or mobile phone and/or an email address.</p> <p>A quiet place to take phone calls where you cannot be interrupted or overheard.</p> <p>How do I claim expenses?</p> <p>All expenses must be pre-approved by the Buddy Co-ordinator. When you need to claim, please ask for an expense claim form which you must complete attaching all receipts for your expenditure. You can scan and send by email or post to the office at One Birch Court, Blackpole</p>

Leukaemia Care

YOUR Blood Cancer Charity

	east, Worcester, WR3 8SG marked for the attention of the Buddy Co-ordinator.
Recruitment process:	<p>Please apply via our application form on the website.</p> <p>Any questions please contact our Volunteer Coordinator - Zoe Collins by emailing volunteering@leukaemiacare.org.uk or calling 0753 407 2332.</p> <p>Zoe will arrange an informal phone call with you to discuss the role further.</p> <p>You will then receive any relevant documentation and training that you need via email and will be sent a request for a DBS check.</p>
Date role created:	

A volunteer is an adult who chooses to give their time, skills and expertise to support Leukaemia Care in achieving its mission. They do this free of charge and of their own free will. Our volunteer roles are carefully considered and specially created to support the charity in specific areas. We will never ask a volunteer to carry out a role that should be done by a paid member of staff.