

## **Group leader and Specialist skilled volunteer roles**

### **Group Leaders**

As group leader you will be responsible for:

- The pastoral care of the team and for ensuring that the team works well together and builds good group dynamics.
- Liaising directly with Progressio in-country staff – the Country Representative and the Logistics Officer.
- Ensuring the team is maintaining Health and Safety, including receiving risk assessments from volunteers for any activities they are organising and passing these on to Progressio staff. All volunteers will receive training in conducting risk assessments.
- Contacting Progressio in-Country staff in the case of an emergency or health or security concerns.
- Supporting the other volunteers in their individual roles and in their personal development as appropriate.
- Supporting and facilitating the team in their learning and leading team meetings.
- Delegating tasks to other team members where necessary.
- Ensuring that the team makes the most of opportunities so that both the local community and the volunteers get the most out of the experience.

### **Specialist Skilled volunteer**

As a specialist skilled volunteer your role is two-fold.

- You are bringing skills and/or experience to the team, for example language skills, logical and practical skills or experience of supporting other people.
- You are also supporting the team leader in their role. When they need support within the team, they could look to you. If, for any reason, the team leader is unable to fulfil their role, you would be asked to lead the team as appropriate.

### **Support provided**

Both group leaders and specialist skilled volunteers will receive a day of training, provided by Progressio, in addition to the 3 day pre-departure training. This will be the day before your departure and will be to help you explore and fully understand your role and objectives during the placement.

You will be supported throughout your placement both by Progressio in-Country and UK staff, with regular meetings and phone calls as appropriate.

Please ensure that you tell Progressio staff of any concerns you have throughout your placement and that you request support and report issues as quickly as possible.

