

## THE ROLE OF THE COMMUNITY SUPPORT VOLUNTEER

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The Community Support Volunteer supports the local Community Futures Steering Group and works closely with the Mayo Community Futures Co-ordinator in the preparation of a Community Futures Community Action Plan.

The work includes:

- Attending meetings in the community
- Conducting 20 or so stakeholder interviews and writing a summary stakeholder report
- Supporting the coordination of the distribution and collection of the community futures household survey
- Analysing survey results and writing a summary survey report
- Coordinating the gathering of information for the community profile
- Assisting in organising and promoting a community workshop
- Assisting in the production of the community action plan

The work will take approximately 6 months to complete.

Outputs will include:

- A note of all stakeholder interviews and a final stakeholder summary report
- Analysis of the questionnaires and a summary survey report
- A Community Profile report
- A report of the workshop findings

Templates and guidelines will be provided for you in writing up these reports and conducting your work.

As a guide so you do not exceed allocated budgets and to assist you with good time management the following are the estimated time requirements:

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| • Stakeholder interviews and summary report                               | 8 days |
| • Community survey, analysis and report                                   | 8 days |
| • Community profile information collection and report                     | 8 days |
| • Organising and promoting the workshop, workshop attendance and write up | 4 days |
| • Local Steering group and sub group meetings                             | 6 days |
| • Team meetings/management meetings/mentoring sessions                    | 6 days |

### **Total days available for tasks to be completed 40 days**

There is a total expenses budget available to you of €4,000. You will be responsible as a volunteer for any implications that this expense allowance may have on your tax and other financial and personal liabilities including insurance.

You will be asked to complete a weekly time and expenses sheet and you will be reimbursed on a monthly basis. We will meet regularly to review progress against the time available.

Training will be provided