

Volunteers' Responsibilities – Pegasus – Men's Wellbeing Centre

As a volunteer (trainee counsellor on placement) with Pegasus, you are expected to adhere to the following responsibilities to ensure the highest standards of service and ethical practice:

1. Supervision & Training:

- Secure an external supervisor or actively work toward finding one.
- Participate in agency-provided training and additional educational opportunities where possible.
- Engage in personal counselling as part of ongoing professional development.

2. Team Engagement & Communication:

- Attend monthly team meetings whenever possible.
- As part of the volunteer role, we ask each volunteer to contribute at least one hour per week to support Pegasus beyond counselling sessions. This may include helping with outreach, events, administration, fundraising, or community engagement.
- Inform the CEO, Lead Clinical Supervisor, or Mentor of any barriers to client engagement and follow the agreed-upon support plan.
- Notify the CEO or Lead Clinical Supervisor of any changes in your availability that may affect your commitments.

3. Scope of Practice & Ethical Standards:

- Work strictly within the modality you are trained in or currently being trained in.
- Adhere to the ethical framework of your registered professional body (e.g., BACP, NCPS).

- Only provide support to clients assigned by Pegasus and refrain from offering additional services under the Pegasus name without prior discussion with the Managing Director.

4. Confidentiality & Data Protection:

- Comply fully with Pegasus' Data Protection Policy.
- Ensure all online or telephone sessions are conducted in a safe, confidential, and private space, even when working from home.

5. Client & Venue Management:

- To book secure venues for face-to-face sessions, including appropriate rooms within Pegasus HQ in advance, and ensure that any external venues are approved by Pegasus management team.
- Manage your caseload, starting with a minimum of three clients for the first three months, with the option to increase to five or more thereafter.
- Travel up to a maximum of 15 miles one way to meet with clients if necessary.

6. Supervision & Record-Keeping:

- Take full responsibility for your own external supervision costs.
- Attend in-house monthly group supervision.
- Maintain a log of both client hours and session's notes and supervision hours for training and professional development purposes.

7. Policy Adherence:

- Follow all Pegasus - Men's Wellbeing Centre CIC policies and procedures.
- Seek clarification on any policy areas you are unsure about.

By committing to these responsibilities, volunteers contribute to maintaining a high standard of care and ethical practice at Pegasus - Men's Wellbeing Centre CIC.

Additional Provisions for Volunteers

1. Addressing Challenges:

- If a volunteer is unable to fulfil any of the responsibilities outlined above, they must discuss this with their supervisor. The supervisor will then escalate the matter to the Directors' Board for further consideration.

2. Sabbatical Leave:

- In special circumstances, volunteers may request up to one year of sabbatical leave.
- A minimum of six weeks' notice is required to allow for proper handover and closure of client engagements prior to the sabbatical.

3. Suspension or Termination:

- The volunteer or a Pegasus Director may suspend or terminate the volunteer agreement at any time.
- Suspension or termination may occur if the volunteer is unable to meet the outlined responsibilities or if their performance falls below the required standard.
- Such actions will only be taken following a thorough discussion with the volunteer.

4. Reinstatement:

- Volunteers wishing to return after a suspension or termination must formally apply for reinstatement. The Directors' Board will review the application and determine eligibility for reinstatement.

5. Resignation:

- Volunteers wishing to resign from their role must provide written notice of at least six weeks. This allows sufficient time to wrap up client commitments and transition responsibilities.

This job description is not exhaustive and may be amended as necessary to reflect the needs of Pegasus – Men's Wellbeing Centre CIC and its volunteers.