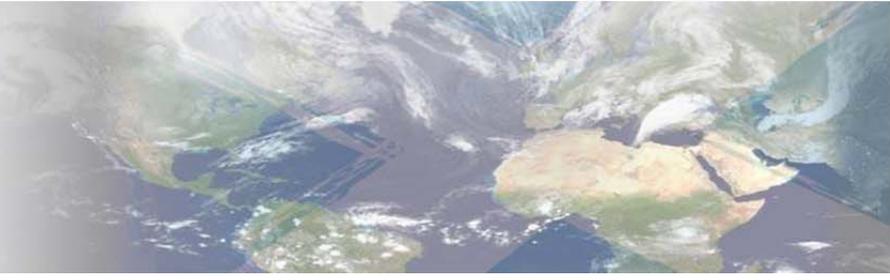


Information for team leaders on Xchange Scotland International Volunteer Projects

About Xchange Scotland

Xchange Scotland is a youth-led charity developed by returning Scottish volunteers and others committed to making a positive change in society. Our aim is to connect individuals and organisations in Scotland with exciting and accessible international opportunities. We want to bring as many people to Scotland for international volunteer projects and enable as many Scots to volunteer abroad as possible.





Sending Volunteers from Scotland

Xchange Scotland works within the world's most experienced international voluntary service networks; the Alliance of European Voluntary Organisations and the Coordinating Committee for International Voluntary Service (CCIVS), sending between them over 200,000 international volunteers per year. This allows Xchange Scotland to be able to offer volunteers in Scotland the opportunity to be involved in the widest range of international projects at an affordable price. Volunteers always work alongside local organisations based in their own country, meaning that our projects are not only cost effective for volunteers but also that what they do is identified by the local community themselves.

Bringing Volunteers to Scotland

This is where you come in!

As part of our dynamic model of international exchange, each summer Xchange receives teams of volunteers from all over the world. To assist in the coordination of our hosting projects we recruit and train team leaders each year who work directly with the volunteers on the projects each summer.



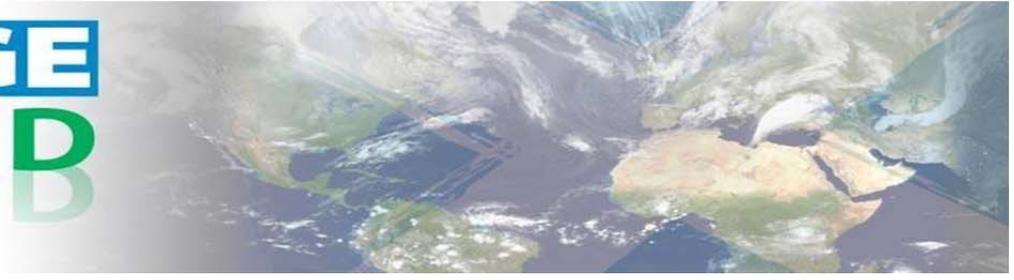
2017 Projects

In summer 2017 Xchange are hosting four volunteer projects throughout Scotland and for one of them we are recruiting a Co-Leader.

The project will be in Auchindrain.

The volunteers and the leaders will be closely involved with the Auchindrain team which includes **Bob**, director of the Auchindrain Trust, **Katy**, who will be responsible for volunteers' work coordination and practicalities. There will be other local staff members and volunteers staying at the site with whom the volunteers can socialize. At the start of the project, Bob and Katy will briefly introduce the volunteers history of the Auchindrain Trust site and also walk you around the site. There are also guide books in English and French language available for the volunteers.

XCHANGE SCOTLAND





Role of the Team Leader

Our team leaders are motivated leaders aged 18-30 who have a passion for international volunteering and meeting people from different cultures!

Project team leaders are expected to support and manage the volunteers on their projects. This ranges from welcoming them at arrival, to managing their food budget to being prepared to support them in emergency situations. This might sound daunting at first, but it really shouldn't be! Xchange will train each team leader and be available to support you in your role throughout the projects

As a leader, you are expected to organise the volunteers in rotas for *cooking, washing the dishes, collecting the woods, tidying up the common space in Martin's house, washing and drying clothes and using the showers*. If the volunteers are not well organised by you, the project will end up as a mess and nobody will be happy about it.

Arrivals

The first few days of the project will be the ones that typically require the most amount of input from a team leader. The group will look to you for guidance and leadership, both things we will prepare you for in the training.

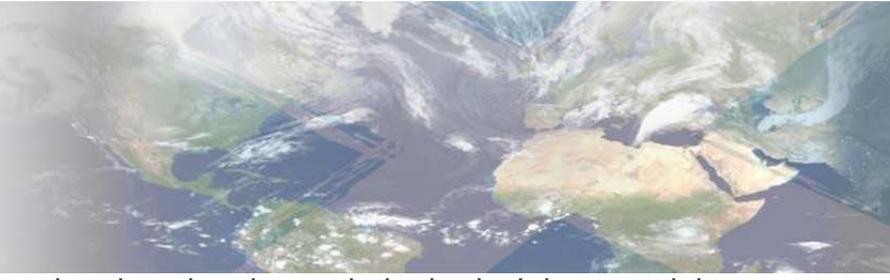


Most importantly, this is the best stage to discuss expectations with the group and really bond through setting a relaxed tone for the duration of the volunteers time in Scotland.

Food and Accommodation

Volunteers will have food and accommodation provided through Xchange Scotland, though they may have to pay some additional sum towards this depending on the project (though leaders will not have to contribute towards food or accommodation for the project's duration). This is something we'll prepare you for thoroughly at the training. The most important thing at this stage is to make a plan then delegate to the team.

An inherent part of volunteering at Auchindrain is first-hand experience of living conditions and working life as they were in the past. The volunteers group will be based in [Martin's House](#) and the volunteer leaders in a [trailer](#). The Martin's House is also the museum and is regularly used in this way. This means that the volunteers are not allowed to stay in the Martin's House **10AM-5PM** as that is the museum's opening time and visitors can access the site. During opening hours, the Martin's house needs to be tidied up and all volunteer's



belongings, including sleeping bags, must be placed underneath the beds. It is essential to keep the space organised as it was before the volunteers used it (tidy beds, tables back in the right place etc.). Having rotas and using teamwork should help to keep the space nice and tidy.

The interior of the house, which dates back over 200 years, is set out as it was from the 1860s with **three rooms**. Two of these each have working fireplaces burning wood and peat, and contain two traditional timber bed compartments (“box beds”), which provide sleeping space for two people: a total of 8 spaces across four beds in two rooms. This means that one bed provides sleeping space for 2 volunteers.

Work

The work will be the primary responsibility of the hosting organisation, however the contribution of the team leader can be important. This may be in evaluating the work yourself or alongside the volunteers, or feeding back to the host organisation about the experience of the volunteers in undertaking it.

Social and Free Time

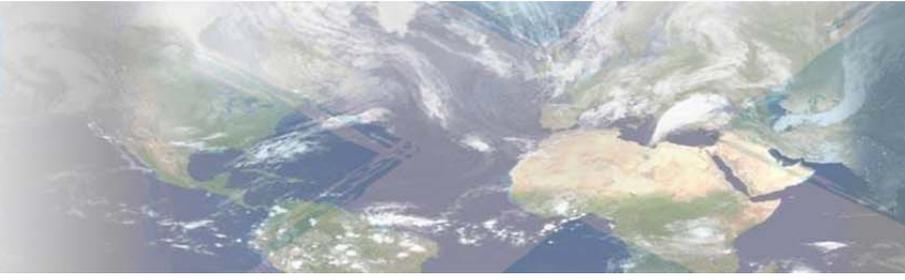
The work of the volunteers is the main part of the project; however the social and free time is equally important. Your local knowledge will be very useful to them in making plans with them about what to do. It's a really great chance to both help the volunteers explore the local community and take them further afield around Scotland – the list is endless really.

Emergency Situations

This is something we will prepare you for and support you in as much as possible. Your responsibilities here will be both to minimise the risk of emergency situations happening and also to be prepared for what to do in case of an emergency. However don't worry, health and safety will not be your sole responsibility. The host organisation will have prepared a risk assessment and the volunteers will have to take responsibility for themselves to an extent.

The Auchindrain Trust has several staff members who are trained in First Aid. If somebody gets injured, please seek for Katy who will be able to help you. Only in serious injuries and urgent cases please dial **999** which is a UK emergency number.

To prevent from injuries, please make sure that the volunteers are not doing work they are not capable of or they are not comfortable about (for example,, heavy lifting etc.). Explain to the volunteers that they have a right to say NO to work which makes them feel unsafe, uncomfortable or too dangerous.



Process for Becoming a Leader

The next stage in becoming a leader is the application form, which should be attached to this info pack. If not, please get in touch to request a form by emailing out@xchangescotland.org.

Once we've received your application we will review and get back to you as soon as possible. Please make sure to provide contact details for yourself on the form, as we may wish to get in touch with you after you submit to ask for more information. Once your place has been confirmed we will try to arrange a planning meeting to take discussions forward about the nature of the project, dates, accommodation, budget etc. After that, the Leaders Training days will take place to assist you in your role: from conflict resolution to peoplemanagement (and a lot of other fun stuff along the way!). The trainings will take place over the course of weekend in June in the Kinning Park Complex, Glasgow.

Practical Considerations

We will cover volunteer expenses during the workcamp- 3 meals a day and accommodation

Training will be paid for and we will not pay expenses for travel to training courses
No qualifications are needed, however volunteers need to fill in and send us the application back in time.

No PVG checks as no children are involved in workcamps

Must commit 2 weeks.

Thank you very much for your interest in becoming an Xchange Leader. We look forward to receiving your application.

