Volunteer Recruitment Pack

Supporting you one step at a time

# Welcome from the CEO

Dear prospective volunteer,  
  
Thank you for taking the time to explore this opportunity to volunteer with Fife Alcohol Support Service (FASS).  
  
At FASS, we know that recovery is a journey often a deeply personal one and we are proud to walk alongside the individuals we support, one step at a time. Whether its through counselling, outreach, or simply offering a listening ear, our work is rooted in compassion, respect, and hope.  
  
Volunteers are at the heart of what we do. Whether you're looking to gain experience in health and social care, develop new skills, or give something back to your community, your contribution will make a genuine difference to the lives of people affected by alcohol and substance use across Fife.  
  
This pack outlines the roles we currently offer, the support you'll receive, and what it means to be part of our team. We believe that volunteering should be a two-way experience meaningful for both our beneficiaries and our volunteers. Thats why we are committed to providing a welcoming environment where your growth is supported every step of the way.  
  
If something within these pages sparks your interest, I encourage you to get in touch we’d love to hear from you.  
  
Marie Crombie  
Chief Executive Officer  
Fife Alcohol Support Service

# About FASS

Fife Alcohol Support Service (FASS) provides compassionate, confidential support to individuals and families affected by alcohol and substance use across Fife. We offer a range of services including counselling, outreach, and group work to promote recovery and wellbeing. Our team works closely with beneficiaries to help them take positive steps forward, supporting them one step at a time.

# Why Volunteer with Us:

Volunteering with FASS offers you a chance to:  
- Make a real difference in peoples lives  
- Gain valuable experience in the health and social care field  
- Receive training and ongoing support  
- Join a friendly and inclusive team  
- Build confidence and develop new skills

# What We Offer Volunteers:

- Full induction and role-specific training  
- Ongoing supervision and support  
- Reimbursement of agreed expenses  
- Access to personal development opportunities  
- A welcoming, supportive environment

# What We Ask from You:

- Commitment to FASS values: compassion, respect, inclusion  
- Reliability and a willingness to learn  
- Confidentiality and professionalism  
- Engagement with supervision and training

# How to Apply:

If you're interested in volunteering with FASS, we’d love to hear from you  
Get in touch with us:  
Email: Enquiry@fassaction.org.uk  
Phone: 01592 321 321  
  
Well guide you through our simple application process, which includes an informal chat and references. If youre a counselling student, well also liaise with your training provider to support your placement.

# Peer Support Volunteer

Peer Support Volunteers work alongside professional staff to support individuals affected by alcohol and substance use. This role is ideal for those looking to gain hands-on experience.

A group of people posing for a selfie

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**Responsibilities:**

- Build supportive relationships with beneficiaries  
- Offer informal emotional support and encouragement  
- Assist with engagement in recovery activities  
- Help deliver group sessions and activities  
- Promote healthy routines and positive choices  
- Maintain confidentiality and appropriate boundaries  
  
**You’ll gain:**- Real-world experience and transferable skills  
- Insight into addiction recovery and mental health support  
- Access to training and reflective supervision

# Counselling Trainee Volunteer

**Overview**  
Counselling Trainee Volunteers provide essential support to our counselling services while gaining valuable experience in client-facing and administrative roles. This opportunity is designed for students working toward a Diploma, HND, or equivalent qualification in Counselling, and offers a structured, supervised placement that supports both personal and professional growth.



**What You’ll Be Doing**

* Assisting with the delivery and organisation of counselling services, including working directly with beneficiaries.
* Attending an Outreach Counselling Centre for up to three hours per week, with hours increasing gradually based on confidence and competence.
* Supporting initial contact, booking, and preparation for counselling sessions.
* Participating in short- and long-term counselling programmes under supervision.
* Taking part in one hour of supervision every two weeks, which is included within the overall placement hours.
* Ensuring appropriate endings with beneficiaries if placement concludes before the beneficiary has finished counselling.
* Helping with documentation and maintaining confidentiality at all times.
* Participating in any required training, especially around working with addiction.

**Placement Structure**

* A full induction and training is provided before placement begins.
* Each student placement is expected to include a **minimum of 120 hours of client contact time**.
* Sessions with beneficiaries are subject to availability and aligned with the student’s level of competence.
* If a student leaves the placement, FASS supports transition planning to ensure continuity of care for beneficiaries.
* Supervision and feedback are provided by a qualified supervisor and the Outreach Counselling Coordinator.
* Specialist training on addiction support will be arranged and paid for by FASS.
* Reports and feedback can be completed and shared with the student’s educational institution.

**What You’ll Gain**

* Practical counselling experience in a real-world support setting.
* Deeper understanding of alcohol and substance use recovery.
* Supervised hours that contribute to your qualification requirements.
* Opportunities for continued development beyond the 120-hour minimum.
* Skills in therapeutic communication, professional boundaries, and ethical practice.

**Who We’re Looking For**

* Students enrolled in a Diploma, HND, or equivalent counselling programme.
* Individuals with a strong interest in supporting adults with addictions.
* Reliable, compassionate, and committed learners.
* Willingness to adhere to the COSCA Code of Ethics and FASS policies.
* Readiness to receive supervision, feedback, and engage in reflective practice.

# Outreach & Engagement Volunteer

**Overview**  
Outreach & Engagement Volunteers help raise awareness of our services and reduce stigma around alcohol and substance use. This role is ideal for outgoing, confident individuals who enjoy engaging with the community and supporting others through creative, educational, and awareness-raising activities.

**What You’ll Be Doing**

* Supporting the delivery of workshops, awareness campaigns, and information sessions.
* Representing the organisation at community events and local initiatives.
* Engaging beneficiaries and community members in conversations about support options.
* Distributing promotional materials and sharing accurate service information.
* Helping collect feedback and insights from the community and beneficiaries.
* Promoting inclusive, non-judgemental language and understanding around recovery and mental health.
* Contributing to social media or digital outreach (optional, depending on interest).

**What You’ll Gain**

* Experience in community engagement and public speaking.
* Knowledge of alcohol and substance use support pathways.
* Skills in event delivery, communication, and outreach strategy.
* A chance to help reduce stigma and promote wellbeing within your community.

**Who We’re Looking For**

* Enthusiastic, approachable individuals with strong communication skills.
* Comfortable speaking to small groups or members of the public.
* Creative thinkers who enjoy working with others on projects and events.
* Passionate about inclusion, dignity, and social change.

A group of people posing for a photo with a gold statue

AI-generated content may be incorrect. A group of people posing for a photo

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# Administrative & Digital Support Volunteer

# Overview Administrative & Digital Support Volunteers help keep things running smoothly behind the scenes. From managing documentation to supporting digital communication, this role is perfect for those with a knack for organisation and an interest in contributing to meaningful work through practical, technical, or creative skills.

**What You’ll Be Doing**

* Assisting with digital and paper-based recordkeeping, databases, and filing.
* Supporting communications with beneficiaries, partners, and volunteers.
* Helping to manage inboxes, calendars, and basic data entry tasks.
* Creating or updating digital content (e.g. newsletters, posters, website content).
* Supporting online services and remote beneficiary engagement where required.
* Ensuring all information is handled confidentially and professionally.
* Participating in team check-ins and continuous improvement efforts.

**What You’ll Gain**

* Real-world experience in charity administration and digital operations.
* Skills in office software, content creation, communication, and systems management.
* A deeper understanding of how digital tools support frontline services.
* Opportunities to apply or grow your creative and technical abilities.

**Who We’re Looking For**

* Organised, detail-focused individuals with good computer skills.
* Interest in digital tools, administration, or communications.
* Reliable team players with a positive, can-do attitude.
* Commitment to confidentiality and respectful communication with all beneficiaries and stakeholders.