



**Role Title:** Meeting Buddy  
**Supported by:** Peeps Volunteer Co-Ordinator

### **Charity Objectives**

The objects of Peeps are:

1. to promote and protect the good health and relieve the needs of parents and their families affected by HIE (Hypoxic-Ischaemic Encephalopathy) by the provision of support, information and activities and such other means as the trustees deem fit; and
2. to advance the education of the medical profession and the general public in HIE and its implications for the family.

### **Main activities of a Meeting Buddy**

- To support parents affected by HIE, in attending meetings (such as multidisciplinary meetings or discharge planning meetings) if required
- To contact parents ahead of the meeting, to arrange when and where to meet, and what support they require
- To take notes at meetings to ensure that all relevant information is clearly captured
- To discuss the meeting with the parent/s after, to ensure understanding and listen to any concerns
- To maintain confidentiality at all times regarding all matters that are discussed with the parent/s
- To show empathy and understanding at all times
- Work in partnership with other Peeps volunteers across all areas
- Sign-post and promote other organisations who support families affected by HIE, which may be useful to the parents.

### **Experience, skills and qualities**

- Experience of HIE is preferred but not essential
- Excellent communication skills, listening, and patience
- Empathetic and understanding
- Reliable, with excellent time-keeping

### **Commitment**

As a Meeting Buddy, you will be contacted by the Volunteer Co-Ordinator if a family wishes to have support at a meeting, therefore the requirement of the role will be on an ad hoc basis. We understand that volunteers will also have other commitments, but ask that once you have confirmed you can attend a meeting, you do your utmost to keep the commitment. If circumstances change for any reason then please contact the Volunteer Co-Ordinator at the earliest opportunity, so that alternative arrangements can be made.

Where possible, we ask that Meeting Buddies are able to commit to a minimum of 12 months service.

### **Enhanced checks and training**

All Meeting Buddies must be willing to complete the volunteer training material, a DBS check and references.

### **What you can expect from us**

- Reimbursement of travel expenses (see policy)
- Access to support and regular supervision from our Volunteer Co-Ordinator
- Opportunities for personal development
- A reference after 6 months of volunteering