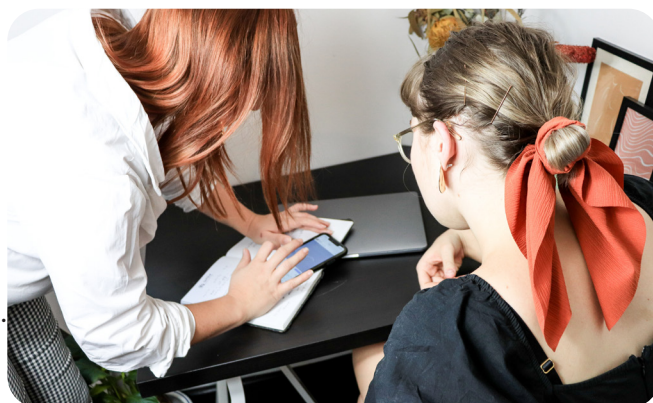


# Volunteer solicitors

## Role

Supporting VOCAL in helping those cared for by carers to access Power of Attorney (PoA) services. The VOCAL administrative team will schedule appointments between carers, cared-for individuals and volunteer solicitors.



## Location

In-person either at our Edinburgh Carers' Hub (60 Leith Walk, Edinburgh, EH6 5HB) or Midlothian Carer Centre (Hardengreen Industrial Estate, Dalhousie Road, Dalkeith, EH22 3NX).

## Key tasks

- Conducting capacity assessments for the cared-for individual to determine their eligibility for Power of Attorney (PoA) services
- Preparing official PoA documentation for the cared-for individual with capacity, ensuring it complies with all legal requirements for registration
- Guiding carers and those they care for through the PoA process, explaining legalities, necessary documents and formal steps to establish a valid PoA
- Communicating with carers and cared-for individuals to gather necessary identification and information required for PoA documentation
- Collaborating with the VOCAL administrative team to coordinate appointment details and ensure smooth processing of PoA services

## Expectations

- Qualified solicitor with a background and strong understanding of legal processes related to Power of Attorney and capacity assessments
- Excellent communication skills to explain complex legal information clearly and compassionately to carers and those they care for
- Attention to detail to accurately prepare and review official POA documentation
- Ability to build rapport and maintain professionalism when working with carers and cared-for individuals
- Willingness to attend induction and relevant training
- Cooperation with administrative tasks
- Capacity to maintain boundaries
- An understanding of the needs and challenges faced by carers
- Sensitive approach to confidential information received as part of your volunteering role
- Adherence to organisational policies and procedures, including safeguarding and data protection protocols
- Understanding of and commitment to the vision, mission and aims of VOCAL, in particular, equality and diversity
- Volunteer solicitors will be expected to become a member of the Protecting Vulnerable Groups (PVG) Scheme, to support vulnerable adults. Membership is free for volunteers.

## Commitment

Days and frequency are flexible, depending on your availability. On the days you are available, we ask that you allocate at least 3 hours for appointments. This may include the Power of Attorney appointments and time for carers to sign documentation.

## Support

You will be given regular support by your named contact from the carer services and admin support. This will allow you to identify any relevant training which may be helpful, and you will be offered suitable development opportunities to support you in your role.