



## JOB ROLE Blood Bike Volunteer

Job Role Tasks		
Subject Area	Curriculum Links	Job Tasks
English	<p><b>Speaking - use of language</b></p> <ul style="list-style-type: none"> <li>• Greetings</li> <li>• Have a discussion</li> <li>• How to make 'small talk'</li> <li>• Structuring a telephone conversation</li> <li>• Using company guidance on use of telephone messages</li> </ul> <p><b>Listening - understanding</b></p> <ul style="list-style-type: none"> <li>• Being able to ask if not understood</li> <li>• Follow verbal instructions</li> </ul> <p><b>Reading - understanding</b></p> <ul style="list-style-type: none"> <li>• Follow written instructions</li> <li>• Proof reading documents/emails to check meaning and grammar</li> </ul> <p><b>Writing -</b></p> <ul style="list-style-type: none"> <li>• Use of grammar</li> <li>• How to write a letter</li> <li>• How to write an email</li> </ul>	<ul style="list-style-type: none"> <li>• Clear use of English is important to ensure that we read the labels and understand what we are carrying and where to take it</li> <li>• As a trainer, I must make the regulations we must follow very clear and ensure that all volunteers have understood me</li> <li>• I write fundraising letters</li> </ul>
Maths	<ul style="list-style-type: none"> <li>• Use of numbers</li> <li>• Ability to count accurately</li> <li>• Able to understand purpose of invoice, bank/credit card statement</li> <li>• Time management</li> </ul>	<ul style="list-style-type: none"> <li>• Collecting the statistics</li> <li>• How many packages of various types</li> <li>• Identifying trends in the use of our service</li> <li>• Drawing graphs so that the trends are understood at a glance.</li> </ul>
ICT	<ul style="list-style-type: none"> <li>• Use Microsoft packages such as Word, Excel</li> <li>• Use emails</li> <li>• Attach documents to an email</li> <li>• Use an electronic calendar</li> <li>• Use a calculator</li> <li>• Use Microsoft Teams or similar</li> <li>• Able to use social media</li> </ul>	<ul style="list-style-type: none"> <li>• I use PowerPoint to present training</li> <li>• Excel (spreadsheets) to calculate and present statistics</li> <li>• Word to write fundraising letters</li> </ul>
What other curriculum areas help you in your job role	Blood bike riders need to be quite fit, so sport helps to build stamina	