

Volunteer Role Description

Age UK York is an independent, local charity, that has worked to support older people for over fifty years. We have over 250 volunteers helping us to deliver services and activities for older people in York.

Volunteer role:	50+ Digital Booklet
Service:	50+ Festival. This service offers two weeks of activities for older people to improve their wellbeing and reduce social isolation.
Supported by:	York Older People Assembly. The two contacts within AUKY are Carl Wain and Caroline Usher Cox.
Commitment:	June – late August.
Training:	Induction training part one and part two. Part two will include a handover of the process in completing the booklet.
DBS:	DBS not required.

Role purpose

The volunteer will be ensuring all the content is pulled together in the correct order ready for posting online and printing. The purpose of the booklet is to improve mental and physical wellbeing as well as reduce social isolation through community groups and organisations promoting activities.

Personal qualities and experience

We require volunteer/s who are computer literate and are able to use Publisher or equivalent software packages. The volunteer needs to have an eye for detail and good organisational skills. The volunteer will need to proof read the content to ensure is clear and accurate. There will be strict timelines for completing the booklet, so it is important that the volunteer is available during the specified time period and is able to effectively communicate with groups, organisations and staff.

Tasks and activities

- Receive completed applications for an advert in the 50+ Festival booklet.
- Check that the details are all included.
- Liaise with the person submitting the entries if and clarification is required.
- Receive completed adverts for the booklet.
- Re-size adverts so they fit the advertising space paid for.
- Organise all the activities and adverts so they fit in the booklet in the right order.
- Carry out a proof read and send draft to all those that submitted. Carry out any updates.
- Submit to YOPA for arranging publication within the timescale provided

In return, as an Age UK York volunteer, you will have the opportunity to:

- Support older people in York to make the most of the 50+ Festival.
- Be part of a friendly and supportive team.

Volunteer Agreement

We ask you to:

- Work within the parameters of your volunteer role description.
- Maintain the commitment you choose to make.
- Undertake training and updates.
- Keep appointments and complete relevant paperwork.
- Keep us informed if your circumstances change.
- Inform us immediately of any new criminal convictions.
- Keep to the Age UK York policy regarding confidentiality.
- Keep to the Age UK York policy regarding data protection.
- Promote the work of Age UK York in your local community.
- Feel able to tell us if you are dissatisfied in any way.
- Keep to all other Age UK York policies and procedures, summarised in the volunteer handbook and available in full on request or via the website.

Please sign to confirm that you have read and understood the above.

Name:

Signature:

Date:

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.