**VOLUNTEER (GROUP ASSISTANT) ROLE DESCRIPTION**

Twyford Green Task Force and Involve Community Services, with the support of Age UK Berkshire, offer allotment gardening to Twyford and Ruscombe residents. The activity requiring volunteers is:

* Gardening on an allotment at Hurst Road allotments on Thursday mornings (March – Oct 2022, subject to Covid restrictions)

**Main Tasks**

* Assist with the set-up each Thursday morning
* Take part in a pre-session briefing
* Welcome the participants
* Help new people to settle in and help people with the activities where they need it
* Ensure that the participants are comfortable and safe during the session – alerting them to trip hazards, making sure that they are not too hot/cold, etc
* Alert the group leader to any concerns you may have about participants
* Help with refreshments during the session
* Help clear away after the session
* Take part in an after-session briefing
* Adhere to Age UK Berkshire’s policies on Information Governance, Equality and Inclusion, Safeguarding and Health and Safety.

**Experience**No previous experience is required, but a willingness to help people with mental health difficulties and to participate in training is important to enable you to best help our clients, and to help you get the most satisfaction from volunteering with this service. There will be some active gardening, and carrying of tools, plants and gardening equipment, so you would need to be able to do this.

**Qualities**

* A desire to make a difference to the lives of people with mental health difficulties is vital
* A kind, caring and friendly manner
* Organised and reliable
* Able to work as part of a team, but also unsupervised at times
* Interested in plants and happy to be outdoors
* Sociable and a good communicator.

**Availability**

We would need you to be able to commit to attend the session (arriving at least 15 mins before and leaving at least 15 mins after the session) on a regular basis and give us as much notice as possible if you are unable to attend so that cover can be arranged.

**Training and Support**We encourage attendance at any training sessions we organise, and would wish you to complete training in safeguarding vulnerable adults, and emergency first aid. There is no cost for this training but you would be expected to attend in your own time. Other appropriate training may be offered to you from time to time.

Reasonable expenses incurred during the course of volunteering will be reimbursed, including travel and the cost of any refreshments purchased (e.g. tea, coffee, etc.).

**Formal Requirements**We require a completed application form. We also require the names of two referees who have known you for a minimum of one year. They should not be family members, and one of these referees should have known you in a formal capacity e.g. employer or tutor.

**Our Aim**We believe that helping people to enjoy the physical and emotional benefits of attending regular activities can be hugely rewarding, and want our volunteers to gain experience and be proud of what they achieve whilst with us. To this end, we offer ongoing support, and hope volunteers will always feel free to contact one of our team to discuss any matter which will help them during their time with us.

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| **For further information regarding volunteering with Age UK Berkshire, please contact the Coordinator on 0118 959 4242  or email info@ageukberkshire.org.uk** |