## Description: \\acb.local\dfs\home\averil.mael\My Documents\My Pictures\logo\age uk bexley.JPGVolunteer Role Outlines

 **and Person Specification**

BEFRIENDING CAFÉ SUPPORT

Role Purpose

The charity operates a number of Befriending Café’s across the borough in partnership with other voluntary and statutary organisations. This role represents a critical part of the charity’s developing community presence and its work in reaching new audiences.

The role will be to assist and and/or lead sessions and activities for older people, on behalf of Age UK and in partnership with other local organisations and independent practitioners employed to support the resource.

Responsibilities and Main duties

* Meet and greet older people
* Prepare and serve refreshments
* Take any queries about older people’s services and signpost to Age UK Bexley
* Assist and join in with activies
* Clear the area; put away chairs and wash up
* Keep basic monitoring figures (eg: numbers attending and number of enquires received)

Knowledge, skills and abilities:

* A willingness and ability to participate in mandatory training sessions as and when required
* A genuine interest and concern for older people
* An ability to advocate for and support the interests of older people using Age UK services.

Person Specification:

* An enthusiastic and positive outlook; willingness and ability to get involved
* Empathy with older people
* A warm, polite and friendly manner
* Good communication skills
* Reliable and dependable

Hours of Work: minimum 2 hours per week

Responsible to: Community Development Manager

**Age UK Bexley volunteers work with frail older people and therefore may be subject to a check from the Disclosure & Barring Service under the Protection of Vulnerable Adults policy.**