

ROLE DESCRIPTION

Activity Group Leader

Responsible to: Service Manager.
Time Commitment: Minimum of 3 hours per week.
Location: Various locations across Birmingham or from home.

About the Service

Age UK Birmingham provides a menu of activities across the city to support people to build social connections. Groups include activities such as bowls, gardening, chair based exercises and IT clubs as well as virtual clubs and walking groups whilst social distancing measures are in place. We are looking for reliable and confident volunteers to support these activities and help older people in Birmingham to make the most out of later life.

About the Role

Activity group volunteers will be responsible for facilitating weekly activity groups for older people. Specific tasks may include:

- To undertake Age UK Birmingham and Age UK Sandwell induction programme and additional relevant training where required
- To prepare any resources and equipment required to deliver the group.
- To help promote the group and encourage attendance from older people in the community.
- To set up the venue for the purposes of the activity.
- To facilitate activity sessions on a regular basis as agreed by the service manager.
- To keep a record of attendance.
- To report any concerns to the manager of the service.
- To attend team meetings/ supervision when required.

Personal qualities and skills most suited to this role

- Good listening and communication skills essential
- Patience and tact
- A caring, sympathetic, sensitive manner and a non-judgemental approach.
- Commitment to understanding the needs of people older people
- Reliable/dependable/flexible
- Have a positive outlook and be committed
- Understanding of confidentiality (working with Age UK Birmingham and Age UK Sandwell's policies and procedures).

- Particular skill, knowledge or interest in the type of activity being delivered.

Time commitment

To allow time to set up and clear away after the activity we recommend a minimum of 3 hours commitment per week to run the activity group.

Activity Groups are delivered during office hours, Mon-Friday 9am – 5pm

Travel expenses will be paid – expenses form to be completed on a monthly basis

Contact

0121 437 0033 (07577993386)

volunteering@ageukbirmingham.org.uk

Or download an application form

<https://www.ageuk.org.uk/birmingham/get-involved/volunteer>