

**Location: Active Ageing, Various**

**Role: Stepping Out Project**

**What your responsibilities will be:**

To support and encourage people to increase levels of activity which may also include accompanying people to activities. Activities may include walking, shopping and other specific activities as per service user's needs. To be the main source of information for the service users and to act as a source of support providing assistance as agreed with the individual.

**What you will need to be able to do:**

- ✓ Complete paperwork as required
- ✓ Keep up to date registers of activity sessions
- ✓ Communicate clearly with people
- ✓ Assist people as required
- ✓ Liaise with venues regarding sessions
- ✓ Collect and record monies as required

**This role may require an enhanced DBS check**

**How much training and how long it will take?**

All volunteers are required to complete the following online training before they start volunteering:

- Health & Safety in the Work Place
- Manual Handling
- Information Security
- Fire Safety Awareness
- Safeguarding Awareness
- Dementia Awareness
- Equality & Diversity
- Infection Prevention & control

*To complete the mandatory training takes approximately 9 hours over 6 weeks*

In addition, this role requires training in:

- Personal Safety
- Domestic Abuse and Intimate Partner Violence

*To complete the additional training takes approximately 1 hour*

**What qualities you will need:**

- ✓ Honesty
- ✓ Reliability
- ✓ A clean and presentable appearance
- ✓ A pleasant, polite and confidential manner
- ✓ Good Communication skills
- ✓ An appropriate level of physical fitness as required by the activity

Please see overleaf for more information



**Things you MUST agree to:**

- ✓ Comply with Age UK Blackburn with Darwen policies at all times, especially those regarding Equal Opportunities, Health & Safety and Confidentiality
- ✓ Undertake required mandatory training, provided by the organisation to comply with current legislation
- ✓ Participate in volunteer reviews
- ✓ Keep your manager informed when you are unable to attend or of other things that affect your volunteering i.e: health conditions

**Fundraising** - As a local independent charity, fundraising is vital to the continuation of our local services for older people. There are lots of ways of supporting us through helping with bag packs or bucket collections, delivering posters, helping at events, undertaking sponsored activities, sharing our social media posts, donating to and buying from our Charity Shop in Darwen. All volunteers are asked to support us in this way.

Last reviewed September 2021

Next review due September 2022

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