

### Volunteer role description

**VOLUNTEER ROLE:** Friendship Clubs volunteer  
**KEY CONTACT:** MANDY DEWDNEY  
**PLACEMENT:** Various club venues throughout the County  
**TIME COMMITMENT:** Am or PM session on club days  
**DBS CHECK LEVEL:** Basic level DBS check plus 2 satisfactory references

**TRAINING REQUIRED:** Volunteers are encouraged to attend volunteer gatherings to share experiences and, receive training from the organised events. There may be additional service specific training for example First Aide and Food Hygiene Training.

### **INTRODUCTION**

Age UK Cambridgeshire is an independent charitable organisation which exists to improve the life of older people in the county. The charity meets this objective by;

- Providing services
- Campaigning for a better deal for older people
- Working in partnership with other organisations
- Identifying, and finding new ways to meet new and changing needs

### **ROLE PURPOSE**

Peterborough has 11 Friendship Clubs across the city. The clubs meet once a week offering a place for older people to enjoy a home cooked meal, have access to information and advice and other community activities, such as day trips and outings but most importantly, a place to chat and enjoy each other's company.

Our day clubs meet from 9.30 to 2.30pm and our afternoon clubs meet from 2.00pm to 4.00pm

### **SKILLS/ABILITIES AND EXPERIENCE BENEFICIAL TO THE ROLE**

A real desire to make a difference to people's lives but you may also have:

- An ability to work as a team member together with a friendly and enthusiastic and friendly approach
- Good communication skills interested in chatting to people and making new members feel welcome and sharing a laugh

### **TASKS/RESPONSIBILITIES**

The roles are varied depending on the club site we need support with the following tasks:

Serving teas and coffees

Treasurers for managing the Finances

Lead Person role to oversee the smooth running of a club

Activity Co-ordinator including booking entertainment

Cooking and prep of meals and general help in the kitchen

Managing raffle and taking entrance monies