

LinkAge Plus at Caxton Hall

Activities Facilitator Volunteer Task Outline

Background

LinkAge Plus at Caxton Hall is an innovative approach to supporting older residents and their families in Tower Hamlets. The aim is to keep them happy and healthy and therefore less reliant on traditional services such as the GP.

By providing a range of activities and one-to-one support sessions in local venues known as ‘bubs’ the project is successful in promoting independence and involvement in the local community. The mixture of practical, physical and emotional wellbeing activities means that the hubs can be a one-stop-shop for older people.

LinkAge Plus can also help signpost people to other services in the area. We work in partnership with other organisations to ensure a linked-up network exists so that older people get the best possible help and therefore most likely to be healthier and more independent.

In the wake of the Covid-19 pandemic, Caxton Hall and the Linkage services seeks to reopen and introduce new activities and events. We also plan to continue with Zoom activities. The range of possible activities includes, but is not limited to:

- Art group
- Music Group (*online*)
- Trips to local attractions
- Gardening Groups
- Quiz (*online*)
- Coffee mornings

Activity Facilitators will play a significant role in being able to be able to expand the range of activities we can run.

Location	<ul style="list-style-type: none"> • Caxton Hall (E3 2EE) • Various Location around the Bow area • Online (Zoom)
Commitment	<p>Minimum of 6 months from start of volunteering for at least 2-3 hours per week. Also includes:</p> <ul style="list-style-type: none"> • 30-minute informal interview • Willing to undertake an enhanced DBS check • 2-hour induction • 2 - 3 hours per week running and supporting activities

<p>Purpose of Role</p>	<p>To facilitate one or more activities in Caxton Hall, other venues around Bow or online, this will include:</p> <ul style="list-style-type: none"> • Recording the names of attendees • Making attendees comfortable e.g., making cups of tea etc. • Leading on the delivery of the activity • Encouraging involvement by all participants • Passing on any enquiries or problems participants have to staff
<p>Support Provided</p>	<ul style="list-style-type: none"> • Full induction provided • We will complete the Disclosure and Barring Service (DBS) application with you • Supervision and direct contact with Hub Co-ordinator • Join and participate in peer support groups and meet other volunteers to share experiences and good practice • Social and celebration events
<p>Skills and attributes Required</p>	<ul style="list-style-type: none"> • Friendly approachable manner • Good listening skills and patience • Knowledge and/or interest in the activity/activities • Good time keeping and reliability • Basic IT skills and ability to navigate the internet via smart phone, tablet and/or PC • Applicants must be over the age of 18
<p>Benefits</p>	<ul style="list-style-type: none"> • Develop new skills and enhance existing knowledge • Meet people • Make a difference within your community • Enhance the quality of life of the people you are volunteering with • Do something inspiring and rewarding • Gain confidence • Take part in training and learning opportunities • Have fun
<p>More information & Application</p>	<p>Should you wish to volunteer with Age UK East London please complete the application form at: www.ageuk.org.uk/eastlondon/get-involved/volunteer/</p> <p><i>All tasks must be carried out in accordance with Age UK's East London's policies and procedures including Equal Opportunities, Health & Safety, Confidentiality, Complaints, Data protection and Safeguarding Vulnerable Adults.</i></p>

The Volunteer Journey

<p>Week 1</p>	<ul style="list-style-type: none"> You submit a short application via the Age UK East London volunteering application webform and specify which volunteering role you are applying for.
<p>Week 2 - 3</p>	<ul style="list-style-type: none"> You are contacted by the Volunteer Coordinator at Age UK East London to arrange a Zoom call where you will complete a DBS application and discuss both the role and the service.
<p>Week 3 - 4</p>	<ul style="list-style-type: none"> You receive a DBS application form in the post to your home address. You complete the form and return it to the Age UK East London office via post for processing.
<p>Week 4 - 8</p>	<ul style="list-style-type: none"> You attend the induction training and await your DBS certificate to be issued via post to your home address.
<p>Week 8 - 9</p>	<ul style="list-style-type: none"> Your DBS certificate arrives in the post to your home address. You send a photo/scanned copy of your DBS certificate to the Volunteer Coordinator at Age UK East London along with your date/time availability to volunteer. You are briefed by the Hub Coordinator on how to carry out your role and begin delivering and supporting activities.
<p>Ongoing</p>	<ul style="list-style-type: none"> You deliver and/or support weekly activities. You attend quarterly peer-supervision sessions, facilitated by Age UK East London staff, via Zoom to meet other volunteers, resolve issues or questions and share good practice.
<p>Once role ends</p>	<ul style="list-style-type: none"> You speak with the Volunteer Coordinator at Age UK East London about the possibility of volunteering with a new or different project, or ending your volunteering with us.