

Volunteer Task Description

Brief description of Older Peoples Reference Group:

This service is coordinated by Age UK East London and is part of the User Engagement & Co-Production project run by the Forum for Health and Wellbeing. Older Peoples Reference Group meetings take place every 6 weeks and are held to inform about issues of current concern to older people. The group provides a voice for older people, so that they are consulted on the design and delivery of services by the health and adult social care and the local authority to ensure that services are better suited to their needs.

If you are looking for a challenge, enjoy talking to people and want to get involved in your community and have a few hours or one day every 6 weeks to spare then please do join us.

Role Title:	Older Peoples Reference Group Assistant
Where:	At various venues for 6 weekly meetings in any of the following boroughs Hackney, Newham or Tower Hamlets
When:	Either one day every 6 weeks to help with organising the meeting or 10am – 1pm every 6 weeks to help at meetings.
Purpose of Role:	<p>Meetings: You will help us deliver our six-weekly Older Peoples Reference Group meetings by providing support on the day – such as setting up, registering people, hosting, making teas and coffees and clearing away.</p> <p>If you would like to be more involved: If you have more time to spare and would like to be involved in the preparations for the meetings and available on a Tuesday or Wednesday you could help with the following:</p> <ul style="list-style-type: none"> • Booking transport • Printing additional information and flyers • Ensuring refreshments are ready for the main meeting. • Mail outs
	<ul style="list-style-type: none"> • 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, Safeguarding Vulnerable Adults.

Skills Required	<ul style="list-style-type: none"> • To be friendly and reliable • Good communication skills • Have a reasonable level of fitness (we may need help setting up the chairs for example) • You will also need to be happy to work as part of a team as you will be helping with delivering the meeting with our small staff team and the morning is very social.
What's in it for you:	<ul style="list-style-type: none"> • You will have opportunities to gain more experience/skills • You will have access to in-house training • This is an ideal opportunity for someone who is happy to get stuck in and is enthusiastic about helping people to get more involved in their community.
For more information contact:	<p>Please email sharon.waddams@ageukeastlondon.org.uk should you wish to volunteer with Age UK East London or download the application form and send into the address on the form.</p>