

To make life more fulfilling for an older person, who is socially isolated, by helping them to enjoy a day out at an Age UK Hertfordshire 10 to 3 Club.

Supported by: Active Ageing Manager

Hours: To be agreed with Active Ageing Manager but will take place daytime during the week

Location: Across North Hertfordshire

Main Tasks: As agreed with Active Ageing Manager but will include

- Using the mobile phone and taking messages for the driver
- Assisting frail clients to and from the minibus in a safe manner
- Making sure clients are comfortable on the minibus and assisting them with securing seatbelts
- Ensuring minibus is left in a clean and tidy condition
- Assisting clients and/or staff at the club as required.
- Informing staff of any particular problems that might arise
- All volunteers should read and comply with the policies and procedures of Age UK Hertfordshire

Volunteer Specification The volunteer specification sets out the experience, skills and abilities required for the volunteer role.

Essential Criteria

- Good communication skills
- Ability to assist persons on and off the minibus
- Ability to commit on a regular basis
- A practical, caring disposition with sensitivity towards, and understanding of the needs of older people and the contribution they make to our society
- Ability to follow policies and procedures

Desirable Criteria

- Knowledge of local area
- Experience of working or undertaking voluntary work with older people
- Willingness to attend training relevant to the role

Cont'd/...

Benefits:

- References given – after successful placement.
- Opportunity to use existing skills and further develop new ones.
- Opportunity to give back to the local community.
- Opportunity to meet new people and form friendships.
- Excellent work experience
- Free training as relevant
- Reasonable expenses paid

Training: Age UK Hertfordshire offers training relevant to the tasks undertaken. Volunteers are urged to take advantage of this – some training may be considered essential. Informal information events are held on a regular basis.

Additional Information:

Confidentiality: Attention is drawn to the confidential aspects of this role and personal responsibility and liability under the Data Protection Act 1998. Matters of a confidential nature, including information relating to clients or staff, must not under any circumstances be divulged to any unauthorised person.

Health & Safety: The post holder is required to take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work and to ensure that statutory regulations, policies and codes of practice and departmental safety rules are adhered to.

Equality and Diversity Policy Statement: We believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination. We celebrate the diversity of society and are striving to promote and reflect that diversity within this organisation.

DBS [DISCLOSURE BARRING SERVICE]: ENHANCED

APPOINTMENT OF THIS POSITION IS SUBJECT TO SATISFACTORY REFERENCES.