**Volunteer Role Description**

**Group Leader – Goldenhill & Sandyford Memories Group**

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| **The aim of the service** |
| **The charity’s mission is to promote the wellbeing of older people in North Staffordshire and help make later life a fulfilling and enjoyable experience.**  **The Goldenhill & Sandyford Memories Group provides a valuable opportunity for local older people to pursue their interest in local history, meet and spend social time with others with a common interest and feel valued, and have easy access to other Age UK North Staffordshire services.**  **Further details on our website at:** [**http://www.ageuk.org.uk/northstaffs/social-activities**](http://www.ageuk.org.uk/northstaffs/social-activities) |
| **Location and time of activity** |
| * At Goldenhill Community Centre, Drummond Street, Goldenhill, Stoke On Trent, * ST6 5RF * Core Hours **Tuesdays 2am- 4pm. Volunteer would need to arrive before the group started at about 1.15pm.** |
| **Aims of the volunteering role** |
| * Facilitating the effective and enjoyable functioning of the group overall. * Encouraging participation and interacting supportively with clients on an individual basis, with dignity and respect. * Maintaining confidentiality and equal opportunities at all times. * Looking out for the health, safety and wellbeing of group members while attending the group. * Periodically reporting on group progress/any issues arising to the Social Activities Service Organiser, or other designated member of AUNS staff. * Work effectively and lead the other helpers. |
| **Volunteer’s specific responsibilities** |
| * Be capable to speak to and manage a large group with approximately 60 members. * Organising a programme of local history speakers for the group. * Purchasing tea/coffee/milk/ biscuits needed out of the subs collected and keeping the receipts as required. * Filling in the register and taking the subs. * Storing the subs collected safely in the cash box provided together with any receipts for the refreshments bought. * Reckoning up and banking the subs at the end of each month then posting the bank receipt and group register to the Social Activities Organiser. * Ensuring that new clients complete a registration form, ensuring that client contact details are kept securely and out of sight at all times, and pass the completed form to the Social Activities Service Organiser at the earliest feasible opportunity. * Helping to set up equipment for the speaker to use and put away at the end of each session. * Paying the speaker out of the group subs if needed. * Paying for the room hire out of the group subs to the caretaker at the end of each session. * Making Tea/Coffee for group members if those helpers are absent. * Running the group single-handedly if all the helpers are absent, (which could be at short notice); and notifying the helpers and the Social Activities Service Organiser of any unplanned absence at the earliest opportunity. * Reporting any accidents/near misses to the Service Organiser. * Helping to promote the group in the community and encouraging new members as/when opportunities may occur including by taking out and putting up the programme posters in shops and business in Goldenhill. |
| **Reporting to and supported by** |
| **Jenny Bell** (Social Activities Service Organiser)- 01782 286209 during office hours Monday to Thursday. Peter Bullock in Jenny’s absence. |
| **Skills and personal qualities required** |
| Attributes required to carry out the role:   * Interest in Goldenhill and the surrounding areas * Good organisational skills and attention to detail * Ability to work in a team * Good communication, computer and listening skills * An outgoing personality * Interest in and respect for older people |
| **Training provided** |
| Initial training/induction and ongoing training will be provided as appropriate. |
| **Other requirements of role** |
| n/a |
| **Entitlements** |
| * Reimbursement of reasonable travel costs incurred in this role at 45p per mile for car travel or production of receipts/tickets on public transport * Periodic supervision sessions with the Supervisor * Protection under the charity’s insurance cover while engaged in this volunteer role. |
| **Finding out more before you apply** |
| If you want to know more about the role before deciding whether or not to apply, please contact **Jenny Bell** on 01782 286209, Monday to Friday. |