



# VOLUNTEER OPPORTUNITY ROLE AND PERSON SPECIFICATION

## Dance to Health Secretary

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Thank you for your interest in volunteering with Age UK Norwich. Volunteering is an amazing way to give something back to your local community and our existing volunteers tell us they find volunteering an enjoyable and rewarding activity for a range of reasons, such as learning new skills and meeting new people.

This document outlines the key aspects of this volunteering opportunity, its duties and the skills and experience we look for.

All our volunteer roles are subject to a Disclosure and Barring Service (DBS) check which is done FREE of charge.

### ABOUT THE ROLE

Dance to Health is an evidence-based falls prevention dance group, with three classes running in Norwich (Lakenham, Mile Cross and Thorpe St Andrew).

The role of the secretary is to support the chair in ensuring the smooth functioning a small committee group with a number of basic tasks highlighted below. The role will require a commitment of approximately 4 hours monthly and offers the opportunity to help older people continue accessing exercises that keep them active, healthy, fit and prevents Falls.

### RESPONSIBILITIES

Responsible for administrative tasks required by the group which includes;

- Preparation & circulation of Agendas
- Taking notes at meetings and sending to the chair for approval
- Circulate invitations, agendas and minutes on Annual General Meetings (AGM)
- Update committee member records and contact information
- Make arrangements for meetings (i.e. room and equipment hire, refreshment purchase etc.)

### PERSON SPECIFICATION

The table below outlines the skills and background that would suit this opportunity.

Essential	Desirable
Organisational ability. Well organised.	Experience of a committee is useful but not essential

Good communication and interpersonal skills. Ability to work well with the Chair.	Minute-taking experience is useful but not essential
Impartiality, fairness and the ability to respect confidences.	Aware of issues affecting older people accessing the groups.
Approachable and sensitive to the feelings of others.	
Good time-keeping.	
Access to a computer or tablet (to type minutes) and to the internet/email is required	

**PRIMARY CONTACT**

The secretary is part of the Dance to Health Management Committee and will report to the Chair of the Norwich Dance to Health group.

Age UK Norwich and Aesop will also act as support where needed.

**TIME COMMITMENT**

Approx 4 hours per month

**AGE RESTRICTIONS**

Volunteers must be over the age of 18 for this service.

**LOCATION**

Norwich

**EXPENSES**

To be discussed and agreed with the Management Committee.

If interested please contact: