Volunteer Role Description and Person Specification

Community Advocate

Have you got a few hours to spare and would like to join our team of volunteers representing Age UK Rotherham? We are looking for people who will be passionate about our work who will raise awareness in the community, share our stories and insights, and help to raise funds so that we can help more older people? Then come and be part of this exciting new initiative.

About Age UK Rotherham

Age UK Rotherham is a registered charity, seeking to promote and improve the well-being of all older people and their carers in Rotherham by helping to make later life dignified, rewarding and fulfilling.

<table>
<thead>
<tr>
<th>Role title:</th>
<th>Age UK Community Advocate</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>Fundraising Development Officer</td>
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<tr>
<td>Hours</td>
<td>Can be arranged to suit your schedule</td>
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<td>Days:</td>
<td>Flexible</td>
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<td>Location:</td>
<td>This is a community based role that will also involve attending meetings and training in our offices at: Galax Business Centre Eastwood Trading Estate, Fitzwilliam Road, Rotherham S65 1SL</td>
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Role Description

This new volunteering role involves speaking to individuals and groups of people in your local community about Age UK Rotherham and its work supporting older people in the Borough.

You will be representing Age UK Rotherham and raising awareness of its work so it’s vitally important that you feel comfortable talking to people. As a Community Advocate your contribution will help us to find new supporters in the heart of our local communities. This could be people and/or organisations who are interested in helping to raise money or perhaps volunteer their time. Most importantly, it means we can continue to provide services such as befriending and support for older people in Rotherham to stay independent and make the most of later life.

We need you to provide an important link between Age UK Rotherham and the local community. Community Advocates will be a way of engaging many more people to support older people, provide inspiration and encouragement, be a source of support and local knowledge for Age UK Rotherham.

What will I be doing?

- Proactively developing contacts and making appointments to give presentations about the work of the Charity to local clubs, associations, schools, churches etc.
- Giving 2-3 presentations to local groups on average per month to tell our stories of what makes a difference, promote our work and invite donations of money and time.
- Learning about Age UK Rotherham and the issues faced by older people in Rotherham
- Represent Age UK Rotherham on occasions such as ‘Cheque Presentations’ or networking meetings in your area

Volunteers will receive information and support to help them operate within Age UK Rotherham’s *Statement of Basic Principles* and to comply with the organisation’s policies and procedures.

**Skills Requirements**

- Good communication skills and outgoing personality as you will be meeting members of the public
- Friendly, approachable, supportive individual who has the ability to work as part of a team or under own initiative
- Presentation skills
- Confident and well organised
- An ability to work well with staff as part of the local team
- Enthusiasm for the work of the Charity is essential for this role

**What can you expect from us?**

- An induction to Age UK Rotherham and to your role
- All appropriate materials to support your presentations will be supplied by us
- To volunteer in friendly atmosphere and to feel your role as a volunteer is respected and seen as a vital part of the Age UK Rotherham team
- To be given ongoing support, supervision and relevant training to enable you to undertake your role
- To be given the opportunity for personal development
- Agreed out of pocket expenses will be reimbursed on production of receipts/tickets etc

**What could someone gain from volunteering in this role?**

If you have some time to spare you could make a real difference to the lives of older people in your community. Volunteering can give you the opportunity to make new friends, develop and learn new skills.

The role of Community Advocate would be great for a newly retired person or if you have older family members or neighbours that you help. If you enjoy meeting new people and you’re a natural ‘people person’, organiser and communicator you might like to volunteer for this role.

If you want to stay fit and active, becoming an Age UK volunteer could be just the answer. As well as the satisfaction of knowing you are making a vital difference to the work of the Age UK Rotherham by helping us to improve older people’s lives, volunteering provides you with a real feel good boost - 62% of over 65s say that volunteering helped reduce their stress and 51% say that it has improved their health and fitness.

Volunteering is a great way to share your life experience and expertise and make a positive contribution in your local community. So why not put your skills to good use, make new friends, or even discover or develop new talents or skills you never had?