

Volunteer Role Outline and Person Specification

Meaningful Connections Volunteer

Our Mission Statement

Age UK Sunderland aims to promote the well - being of all older people throughout the City of Sunderland, improve their quality of life and help them maintain Independence

Role Outline: Meaningful Connections Volunteers will work with older people from the LGBT+ community to facilitate social network groups and/or support the LGBT+ telephone support service.

Main Duties:

- To raise awareness of and promote the services of the Meaningful Connections project.
- To work with group members and other volunteers to plan, develop and promote LGBT+ social network groups and activities.
- To be present before, during and after social network group session to:
 - welcome participants and keep a register
 - facilitate social network group activities
 - encourage participation
 - create/develop a friendly atmosphere in which people can support each other/develop skills/improve their health and wellbeing and have fun
 - to provide feedback on the sessions and encourage members to provide suggestions for future development.
- To support the LGBT+ telephone support service, answer and respond to calls.
- Record all contacts made with clients.
- Keep up to speed with LGBT+ events that are taking place both locally and nationally.

Specific Responsibilities:

- To be willing to undertake induction training and any further training as required
- To participate in gatherings for the support and benefit of volunteers

Person Specification:

- Display empathy with LGBT+ people
- Good communication and listening skills
- An understanding of the need for confidentiality
- Approachable, caring and have a sense of humour
- Non-judgemental, reliable and dependable
- An understanding of how to promote good health and wellbeing
- Good organisational Skills

When & Where:

- Sessions take place at the Bradbury Centre on a weekly basis, Monday & Thursday's. It is possible that some sessions might take place in other venues within the City of Sunderland.

Hours of Work:

- Usually up to 3 hours per week.

Responsible to:

- Meaningful Connections Co-ordinator.

Expenses:

- Age UK Sunderland will repay any agreed expenses (e.g. travelling) on production of receipts/bus tickets/mileage report. Forms to be completed monthly.

PLEASE NOTE: This post is subject to an Enhanced DBS clearance. This means that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any unspent convictions must be declared.

This post is subject to a 6 - 8 week trial period.