



- VOLUNTEER ROLE:** **Volunteer Assistant – Tea & Chat, Oxted**
- Hours:** First Tuesday of the month. From 2.30 – 4.00pm.
- Supported by:** Volunteer-Led Activities Team
- Location/Role:** **Blue House Social Centre, Blue House Lane, Oxted:**
- To assist the Tea & Chat Lead in facilitating the running of the monthly Tea & Chat sessions.
 - Helping the members of the group by assisting in the activity arrangements and serving the tea, coffees and biscuits for each session.
 - Help with conversations in the group around an agreed theme.
 - Helping to ensure that the hall is comfortably laid out for the Tea & Chat session.
 - Help the Lead to ensure that the hall is left clean and tidy at the end of each session.
 - Helping with any washing up and putting away of all the items used for the session if required.
 - To deputise for the Lead in periods of absence to run the sessions and to update the contact at Age UK Surrey with the attendance numbers.
 - Liaise with Centre Manager in case of any emergency or cancellation.
 - Attend initial induction training with Age UK Surrey and any first aid and other training relevant to the role.
- Personal Qualities:**
- Have good communication skills with older people
 - Be reliable, helpful and committed to helping others
 - To have an understanding of and empathy with the needs of older people
 - To be able to follow instructions and be aware of guidelines and policies on Health and Safety, confidentiality etc
- Expenses/References:** The role requires two references.
Age UK Surrey will repay agreed expenses
- To Apply:** Download a [registration form](#), email: volunteer@ageuksurrey.org.uk, or call 01483 503414