VOLUNTEER ROLE

Volunteer Title: Volunteer Led – Tea & Chat, Lingfield.

Hours: Last Thursday of the month. From 2.30 – 4.00pm.

Supported by: Volunteer-Led Activities Team

Location: The Jennings Hall, Lingfield & Dormansland Community Centre.

Responsible for:

- To be the lead in facilitating the running of the Tea and Chat sessions once a month.
- Working with the members of the group to arrange activities and purchase of tea, coffee, sugar, biscuits for each session.
- Facilitate conversation around an agreed theme.
- To open and close the hall when required.
- To ensure that the hall is left clean and tidy at the end of each session.
- Ensure the environment is safe and comfortable.
- To update the Volunteer Lead of the numbers of attendances each month to be added to the monthly operational stats.
- Liaise with Centre Manager in case of emergency / cancellations.
- Undertake initial induction training, first aid and any other training relevant to the role.

Personal Qualities:

- Good communication skills.
- To be a facilitator not a fixer.
- Reliability and commitment.
- Understanding of and empathy with the needs of older people.
- Ability to work to guidelines and policies on Health and Safety, confidentiality etc.
- The role requires two references.

Expenses:

Age UK Surrey will repay any agreed expenses, such as travel.