



- VOLUNTEER ROLE:** **Volunteer Lead – Tea & Chat, Oxted**
- Hours:** First Tuesday of the month. From 2.30 – 4.00pm.
- Supported by:** Volunteer-Led Activities Team
- Location:** **Blue House Social Centre, Blue House Lane, Oxted**
- To be the lead in facilitating the running of the Tea & Chat sessions once a month.
  - Working with the members of the group to make arrangements for activities and also order/purchase tea, coffee, sugar, biscuits for each session (expenses are paid)
  - Facilitate conversation around an agreed theme – invite speakers when suitable.
  - 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 contact at Age UK Surrey of the numbers of attendances each month, to be added to the monthly charity figures.
  - Liaise with Centre Manager in case of emergency / cancellation.
  - Undertake initial induction training, first aid and any other training appropriate 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](mailto:volunteer@ageuksurrey.org.uk), or call 01483 503414