

Social Club Volunteer

Purpose	<p>Age UK Waltham Forest is going to be starting a social club for older residents at their Hub in Chingford Mount on Wednesday mornings. This will be an opportunity for older people to socialise, build friendships and enjoy the company of others with the aim to combat loneliness and isolation.</p> <p>Your role would be to help run the social club, by setting the tables and chairs up at the start, making tea and coffee for those attending, facilitating a warm and welcoming environment and helping clear up the room at the end.</p> <p>You would be part of a team of 3-4 volunteers who would support the running of the Social Club.</p>
Services Manager	Social Club Coordinator
Time Commitment	Wednesday 9.30am-1.30pm at Age UK Waltham Forest Hub, 58 Hall Lane, E4 8EU.

Main Tasks of the Role

- Set up the main room in the Hub for the social club with tables and chairs
- Make teas and coffees/set out biscuits etc
- Greet people as they arrive, chat to people and generally ensure that the club has a warm and welcoming feel
- Ensure that those attending for the first time are made to feel welcome and facilitate introductions to others etc
- Able to listen to attendees if they want to talk about the things that concern them (and refer to other services within Age UK WF if required)
- Help clear up at the end – put away tables and chairs etc

What we expect from our volunteer <ul style="list-style-type: none"> • For you to be committed and reliable • For you to be aware of Health and Safety issues at all times • For you to work within Age UK Waltham Forest's Equal Opportunities Policy and Confidentiality Policy • For you to attend a one-off induction 	What the volunteer can expect from us <ul style="list-style-type: none"> • You will receive an induction to the organisation and to your role • You will be provided with training and ongoing support
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DBS (formerly CRB) checks are required for Volunteer roles for one-to-one work with older people. We will arrange this for you if your role requires it and you will not incur any costs.

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