

Volunteer Task Description:

User Involvement Assistant

The user involvement support four service user groups.

- City & Hackney Older People's Reference Group
- Newham Older People's Reference Group
- Tower Hamlets Older People's Reference Group
- Hackney Disability BackUp

These are all Forums aiming to promote the consultation of and engagement by older people in the design and delivery of services for them.

Cycles of meetings, large and small take place on a monthly basis.

Support is needed for these meetings.

Task to include the following:

Monthly Meetings

- Registration
- Serving Coffee and tea (especially to members with impaired mobility)
- Assisting clients in and out of the right cabs
- Preparing and stuffing hard copy mailings.
- To carry out the duties of the post in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health & Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults

Please Email sharon.waddams@ageukeastlondon.org.uk if you wish to volunteer with Age UK East London or down load the application and return either by email or by post to the address on the form.