



Social & Activity Club Volunteer

Age UK, Townfield Community Centre, Hayes

Age UK believes that every older person should be included and valued. Through campaigning, local support, advice and friendship, they're changing the way we age.

Main purpose and overview of role

To provide friendly, support and assistance within an Age UK Social and Activity club to people over the age of sixty-five. To encourage social contact and physical activity to help reduce isolation in the community. There are numerous Social & Activity clubs held throughout the week.

Responsibilities and activities

- Make tea and coffee, prepare light refreshments
- Assist with various activities e.g. chair exercises, quizzes, bingo, games, arts and crafts, group discussions on various topics dependent on the club
- Occasionally (pre-arranged with the coordinator), accompany clients on trips and events that are outside of the club venue
- To facilitate and encourage social interaction between group members, being sensitive to different cultures and beliefs
- To ensure that group members are involved in individual/ group discussion and/ or activities
- To help in the setting up of rooms for activities, for example moving tables and chairs

Qualities and experience required

- Experience of dealing with members of the public in a professional way
- Good interpersonal skills and be able to talk to a wide variety of people
- Empathy and an understanding of the issues that face older people
- Enthusiasm and reliability

Commitment

- To join with the intention of staying for at least twelve months
- Attend an annual review meeting with your line manager
- Attend any relevant training for this role
- Clubs are held on weekdays, normally between the hours of 9am and 3pm

Training and support given

- Clearly defined voluntary role within the organization
- Training will be given for any physical exercise activities
- You will be provided with an induction, information and training to enable you to carry out your role effectively

- We will support your development within the role and your personal development by offering appropriate induction, training and feedback opportunities
- We will provide you with the policies, procedures and standards of the organisation in relation to volunteers
- We will provide an accessible complaints procedure
- We can provide references where needed after 6 months volunteering

Other

A DBS check is required, carried out free of charge by Age UK

Reasonable public transport travel/ out of pocket expenses can be claimed

You will not undertake any form of employment (whether paid or unpaid) for any person (including Age UK HHB clients) that you have met as a result of carrying out your duties. Furthermore, you will refrain from contacting any person (including Age UK HHB clients) that you have met as a result of carrying out your duties, nor will you provide such persons with the means of contacting you directly outside the formal means within the service

To apply

An H4ALL application form MUST be completed. We require two references.

To obtain an application form:

Visit www.h4all.org.uk and download or print an application form

Or

Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post

Send your fully completed application form by:

Email to volunteerhub@h4all.org.uk

Or

Post to H4ALL, Volunteer Development Team, Key House, Yiewsley, UB7 9BQ

Age UK Hillingdon, Harrow and Brent is committed to safeguarding and promoting the welfare of all older people and children within the London Boroughs of Hillingdon, Harrow and Brent

Current Social & Activity Clubs						
Carib Club UB3 2EL	Mondays - monthly	10 - 12		The Thinking Café UB3 2EL	Wednesdays - weekly	10 – 11:30
Art Group UB3 2EL	Mondays - monthly	12:30 – 2:30		I.T. Drop In UB3 2EL	Thursdays - weekly	9:30 – 11
Ageing Well HA4 7JA	Tuesdays - weekly	12 – 2:30		Ageing Well UB3 2JY	Thursdays - weekly	12 - 2:30
Chair Yoga UB3 2EL	Tuesdays – weekly	10 – 11		Knitting Club UB3 2EL	Thursdays - weekly	12 – 3
Chair Yoga UB3 2EL	Tuesdays – weekly	11 – 12		Vinyl Club UB3 2EL	Fridays – monthly	10:30 – 12
Ageing Well UB7 9JE	Wednesdays - weekly	12 – 2:30		Ageing Well HA5 2TH	Fridays – weekly	12 – 2:30