



**Volunteer Walking
Group
Assistant**

Project: Volunteer Walking Group Assistant

Location: Bradbury Centre, North Shields

Accountable to: Head of Charity Services

Reporting to: Community & Locality Engagement Coordinator

Time Commitment: Flexible, but minimum of 1 afternoon per week. Currently Thursday afternoons.

We are looking for an enthusiastic self-motivated individual with excellent communication skills to join our walking group as a volunteer Assistant. You will be working alongside the Community and Locality representative to support the development of this group.

PURPOSE:

1. To support group walking session of an hour long.
2. To provide support to the Community and Locality coordinator
3. To gather health related information and next-of-kin details in a confidential manner.
4. To support the Community and Locality coordinator by engaging with customers and share information about our range of services.

RESPONSIBILITIES:

1. To support and lead short walks.
2. To be aware of the risk assessments associated with the walks and act responsibly, in line with policies and practices and the risk assessment.
3. To represent the professional standards of the charity.
4. Ensure the coordinator is informed of any problems.
5. To support the Coordinator with walk planning and preparation for the group, customer service evaluations, events and case studies
6. To act as a point of contact for our customers and volunteers, where needed.

Age UK North Tyneside will provide you with:

1. A training and induction programme which will include Charity induction, data protection, health & safety and safeguarding.
2. Walk leader training.
3. On-going support from the community and locality coordinator, including regular weekly check-ins.
4. Access to a network of other volunteers for advice and guidance.

Requirements:

V January 2025

1. Effective Time Management and Organisation skills.
2. Excellent Communication and Customer Service Skills.
3. A Team Player.
4. As the role requires walking for an hour, you would need to have a level of fitness where you felt comfortable with that.
5. High levels of confidentiality
6. Have an interest in supporting people

No previous experience or qualifications are required, full training will be provided. However, lived or previous work experience with groups of people is desirable.

I have read, understand and agreed to work in accordance with the Role Profile as outlined:

Signed:

Date:

Name: