

## Volunteer Role Profile



### **One-Off Community Events Assistant**

#### **Introduction:**

Age UK West Sussex, Brighton and Hove enable older people to Love Later Life. Our aims are to promote the wellbeing of all older people; to make later life a fulfilling and enjoyable experience and to enable people to flourish.

#### **Purpose of the Role:**

As an Events Assistant, you will be supporting our Staff to run the activities for older people during a 3-hour session in various locations across Arun and Chichester areas.

#### **Main tasks:**

- To help set up and implement event: this may include moving chairs and tables to set up with room
- To support our clients to take part in group activities: numerous arts and crafts
- To help provide a 1-1 activity if required
- To assist in serving with refreshments if needed
- To help tidy and pack up after the event

#### **Responsible to:**

Senior Community Developer for Arun & Chichester or Community Agent for Arun or Chichester - Age UK West Sussex, Brighton and Hove

#### **Based at:**

We cover the whole of West Sussex and our activities are based in various venues across Arun or Chichester areas.

### **Role requirements:**

- Good communication including good listening skills
- Friendly approach
- Comply with health and safety requirements
- A professional manner
- Enjoy working in a team
- Patience
- Able to maintain confidentiality but alert the staff member if you have any concerns about a client

### **How will we support you?**

You will be supported in the role on a daily basis, but will also be invited to attend volunteer meetings, where you will always be encouraged to voice your opinion or raise any concerns.

### **Induction and Training**

There is an induction program to go through and we will take you through that process. You will be giving in house training to enable you to carry out the role effectively and be able to do so with confidence.

### **What will you get out of Volunteering?**

- Meeting others, having fun and a sense of fulfilment.
- Be part of a growing team and being involved in a vital service out in the community.
- If you are looking for a job, we can give you some experience and knowledge in the role to either build up your skillset or use to apply for a paid job whether you have worked in this setting before or not.
- We will train you so you will gain knowledge of working in a charity sector and that will help you in your search for a job.
- Our charity emblem looks good on any CV and we can also give you a written reference.
- You will be making a difference to the lives of older people in so many ways, which is very fulfilling.
- Reasonable travel expenses paid.

### **Volunteer Agreement**

I have read and understood the above role description & I would like to become a volunteer for this service.

Signature.....

Date.....