



General HUB Volunteer Role Description

The Befriending Scheme supports vulnerable people by running HUB groups across the county. We are looking for volunteers who are willing to give some time to assist at the groups by befriending vulnerable people, running group activities, serving refreshments, helping set up for activities and clearing away at the end of a session.

What does this role involve?

A volunteer should:

- Be registered and undergo a DBS check
- Be understanding and respectful of all who attend the HUB group
- Be mindful at all times to maintain **complete confidentiality** of clients and other volunteers (failure to maintain this could potentially lead to de-registration of volunteering status)
- Advise the Area Hub Co-ordinator if unable to attend the HUB group due to illness or other commitments
- Assist in the setting up and clearing away of equipment and activities
- Use appropriate terminology and language when talking to and about clients
- Assist the Hub Area Co-ordinator in running age appropriate activities
- Encourage active participation but remain respectful of a choice to refrain from taking part in activities
- Exercise patience and allow sufficient time for clients with speech and language difficulties to verbally express themselves
- Value our clients' knowledge, experiences and opinions
- Assist the Area Hub Co-ordinator, when able, with fundraising/promotional events
- Report any concerns to the Area Hub Co-ordinator regarding clients/volunteers/other matters asap
- Feel able to share ideas with the Area Hub Co-ordinator for future activities/events
- Attend the volunteer meetings, and give appropriate feedback to the VC
- Attend training events/updates as and when able
- Ensure the claiming of expenses is carried out on a regular monthly basis

A volunteer will not be asked to meet any personal care needs

What attributes/skills do I need?

- Friendly and approachable
- Flexible
- Good communication skills
- Reliable

How much time do I need to commit?

3-6 hours, once a week

What support will I be given?

- A member of staff will be available to give you continuous on-going support, advice and guidance

What benefits can I expect?

- Widened circle of friends
- The satisfaction of knowing that you are helping vulnerable people in your community
- Valuable experience of volunteering that you can add to your CV
- You can claim previously agreed out of pocket travel expenses
- You will have the opportunity to access our volunteer training programme to develop vital skills in working with adults with learning disabilities and/or mental health problems.

For more information and to apply for this role please contact:

www.thebefriendingscheme.org.uk