**Task Profile**

**Volunteer Activities Assistant**

**Purpose**

. Volunteers will attend Carers Together events and activities such as craft sessions, singalongs and exercise sessions to help in the smooth running of the activity. Volunteers will provide a welcoming and friendly face for carers attending, undertake basic administrative tasks and help organise refreshments. Volunteers may help lead sessions such as craft sessions if they have the skills to do so.

Carers Together events and activities are a valuable opportunity for carers to meet other carers and share experiences about their caring role as well as spending some time doing things they enjoy. Our events and activities volunteers will provide emotional support to carers at events and activities and allow us to expand the activities available to carers

**Core Tasks**

* Involvement in, and facilitation of, activities & events
* Ensuring all attendees feel included and welcome
* Various other administration duties including preparation and signing people in

**Skills**

* Good people and listening skills
* Good administration and organisation skills

**Knowledge**

* Knowledge of carers’ legislation and the issues carers face would be beneficial
* Knowledge of working with people with memory loss would be of benefit
* Knowledge of safeguarding issues and logistics of correct moving and handling

**Understanding**

* Understanding of the importance of confidentiality, appropriate boundaries, safeguarding and the needs of carers and those they care for
* A basic understanding of the role of carers and the issues they face

**Qualities**

* Friendly and approachable
* Patience. reliability, adaptability and a desire to help others are important
* Enjoy meeting new people
* Ability to use discretion when appropriate

**Training**

All volunteers will receive Carers Together mandatory training and induction, as well as other training opportunities as they arise. All volunteers will be required to have an enhanced DBS check.