

Richmond Carers Centre: Volunteer Role Description

Volunteer Role Title:	Volunteer for Activities, Breaks and Leisure Programme
Minimum volunteer hours requirement:	6 – 8 hours per month (flexible volunteering arrangements) Each session / activity is about 2 hours each
Placement Length:	18 months – 2 years
Probationary Period:	6 months
Organisation:	Richmond Carers Centre (RCC)
Supervised by:	Adult Carers Support Team Leader
Base:	5 Briar Road, Twickenham. TW2 6RB / local venues in LBRUT

Purpose of Role and Key Responsibilities

To work with the Adult Carers Support Team to extend the services being provided by the organisation and to provide support to the activities, breaks and leisure programme for unpaid carers. This can include leading and supporting in activities such as facilitated tours and walks of local parks and attractions; attending coffee mornings or social evenings and other events.

To provide respite opportunities for carers and create a welcoming environment in line with the organisational values.

To allow carers to focus on their own health and wellbeing and provide opportunities for carers to socialise with other carers that understand the impact of their caring roles.

To encourage and support carers to actively take part in the activities, breaks and leisure programme, including providing support to integrate and welcome new carers.

To be empathetic and understanding of the needs of unpaid carers and the impact of caring on their own health, wellbeing and social interaction.

Volunteer Placement Requirements

1. To engage carers in the activities being provided to develop their social interaction with their peers.
2. To support carers to develop their skillsets through participation in the activities programme e.g. being creative in arts and crafts or access to physical opportunities through health and wellbeing courses.
3. To be able to work independently and as part of the team.
4. To have good communications and interpersonal skills to engage with people from different backgrounds.
5. To report any concerns about the service or a client immediately to the member of staff.
6. To take part in meetings with the Adult Carers Support Team and other volunteers where required.
7. To take part in an annual review with the Adult Carer Support Team.
8. To support in gathering and collating feedback from carers in relation to our outcomes monitoring framework.

9. To follow Health and Safety guidelines and risk management for the activities as outlined in the risk assessments and instructed by the Adult Carers Support Team.
10. To participate in learning and development as necessary and other core training needs as identified by Richmond Carers Centre.
11. To embrace the organisational values of being
 - **Reliable:** Integrity and respect are important to us. We will do what we will say.
 - **Responsive:** Listening, caring and empathy underpin our approach.
 - **Collaborative:** We are committed to working with our team, with carers and others to deliver the best service we can.
 - **Innovative:** We are creative and solution focused, using our knowledge and experience to continually improve our offer.
 - **Driven:** We believe in what we do and strive to make a positive difference.
12. To comply with General Data Protection Regulations relating to personal information of individual members of the public, adult carers and young carers and their families.
13. To comply with Richmond Carers Centres Policies and Procedures, including those on equal opportunities, diversity and inclusion, safeguarding, confidentiality, and health and safety.
14. To assist Richmond Carers Centre in achieving our commitment to being more environmentally responsible and to reduce our carbon footprint where possible.

This post is subject to the volunteer undertaking an enhanced DBS check - renewable every 3 years.

Richmond Carers Centre: Personal Specification

Post: Volunteer for Activities, Breaks and Leisure Programme

The successful applicant will need to demonstrate the following skills, experiences and abilities:

	Essential	Desirable
Qualifications/ Education /	1. A good standard of general education, including clear spoken and written English and a good level of Maths.	
Knowledge	2. A sensitivity to, and understanding of, the potential impact of being a carer.	3. Demonstrate a broad knowledge base of carers' issues and those relating to the person they care for. 4. Knowledge of other local/national carer support and voluntary sector organisations.
Experience, abilities and skills	5. Ability to work on own initiative with minimal supervision. 6. Good communication and interpersonal skills. 7. Ability to provide empathy and understanding to carers, particularly in relation to their caring roles. 8. Ability to work as part of a team and embrace the organisational values as part of the delivery of services. 9. Ability to comply with General Data Protection Regulations.	10. Lived experience as a carer. 11. To be able to share their own creative interests and skills that can be used in the delivery of activities e.g. arts, nature, photography, reading, etc.
Personal Qualities	12. To be client focussed. 13. Willingness to embrace the organisations values and professionalism. 14. The ability to maintain good working relationships with people at all levels. 15. Sensitive to the needs of others. 16. Well organised. 17. To have a flexible and can-do approach. 18. Positive attitude and self-motivated. 19. A commitment to enhance the lives of carers. 20. A commitment to equality, diversity and inclusion. 21. A commitment to the centre's confidentiality policy.	

RCC is committed to supporting access to learning and development to perform the role to its full potential.