



Volunteer Role Outline

Volunteer Administrator

About St Johns Centre

The Aim of the Centre is to build for the future by providing a safe environment in which people from all groups within the local community can meet together for social, educational and recreational activities.

About Project

This project aims to bring together people, building up to over 60 once a week to alleviate loneliness and to encourage new friendships. Initial this is for Southwark residents. They will share soup and sarnie at lunch time, engage in some 'Healthy Mind and Healthy Body' sessions, listen to music and participate in a sharing library

The administration volunteer role

This role is aimed at supporting the volunteers on the main activities.

There will be up to 5 general volunteers recruited and trained to a level 2 certificate in Hygiene so they can work inside the kitchen preparing, making and serving the food. Ensuring the kitchen is clean and serving to the highest standard. Ensuring fridges and equipment is suitable.

There will be a further 5 volunteers who will be supporting the kitchen workers by serving the soup and sarnie at the tables, preparing the hall, setting up and laying the tables, clearing away the hall, washing up and joining in with the participant's timetabled activity sessions.

2 volunteers will receive basic first aid training and one volunteer will be trained as a fire warden in case of emergency evacuation. The volunteers will work on a rota basis.

Key tasks for this role

This person will send emails and coordinate the volunteers, they will coordinate rotas, menus, delivery of food and equipment etc. they will maintain the attendance records, details of the participants and the support documentations for individuals.

Time line

The Over 60s lunch club project will run once a week from February 2019 until December 2019.

Participants will be arriving from 10 and leaving by 3pm so volunteer support staff need to be on site by 9am and conclude cleaning up at 4pm

While it is envisaged that volunteers will have clear roles, everyone will work as a team when people are on site and support each other in delivering the days programme.

Meetings

There will be volunteer meetings held once every two months to enable good communication and ensure there is a way to feedback what works well and respond to issues quickly. You will be expected to keep in close contact with the volunteer administrator or the centre manager, as once you are on the rota it will be essential that you turn up on time and deliver the service to the user group. There will be a place on the web site for volunteers to access rota information, keep each other up to date on the progress, a place where you can add photos, or share information which is not confidential.

Personal qualities: you must be



- Computer literate and will be provided with an email for the project.
- have access to the internet for sharing information on the web site and with the centre users and with the other volunteers
- Keen and interested in working with people
- Patience, tolerance, tactful, laugh a lot
- have worked in a voluntary capacity
- be committed and reliable
- Like people
- Ability to work with vulnerable people, keep confidence and offer support
- A sense of fun, happy to engage with people and team spirited.
- Any other languages would be a real bonus for our team (not essential)
- Clean and methodical

Training will be provided for

There can be training in computer and data management if required. This person will have a St John's Centre email. **Protective clothing**

There is no requirement for protective clothing for this volunteer positions

Confidentiality, Photography, DBS checks

Confidentiality will be essential for these positions but if there are safeguarding issue the information must be shared with the volunteer support worker so they can escalate any concerns.

No photographic images can be taken without the express permissions of the person or people present

This position requires a DBS Check (Disclosure and Barring Service) as it is working with vulnerable adults. You will be asked to complete this when you complete the induction process.

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