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**VOLUNTEER ROLE DESCRIPTION**

**Care home volunteer**

**RESPONSIBLE TO: Activities Coordinator**

**LOCATION: The Old Vicarage, Oxfordshire**

**DAYS AND TIMES: Weekends and weekday afternoons**

Friends of the Elderly has been supporting older people for over 100 years. We believe all older people should have the opportunity to live fulfilled lives.

We provide a wide range of support to help people remain living in their own homes through to residential care when this is no longer an option. Our befriending services are delivered by trained volunteers and help prevent and overcome loneliness. We also support those struggling to cope financially with a small grants programme for essential everyday items needed for health and wellbeing.

Volunteers are a huge asset to Friends of the Elderly and enhance the work that we do. We have a range of opportunities for involvement and encourage volunteers to think about their skills and talents and how they can use them to support the older people in our homes and services.

**Main Purpose of the role**

To support the Activity Coordinator (AC) at the home, and the activities they organise.

This may include helping to run an activity in groups of varying sizes, one-to-one companionship, sitting with people at mealtimes, talking people on walks in the grounds and assisting the Activity Coordinator in other ways.

The volunteer will contact the relevant AC by email or phone to let them know their availability, then visit the home as agreed with the AC.

**Skills and experience required:**

* Enjoy talking and listening to older people
* Have empathy and understand the needs of older people
* Warm, friendly and outgoing
* Enjoy social events and will enjoy socialising with our residents
* Works well with others
* Would like to make a real difference to an older person's life

**Training and Other Requirements**

All of our volunteers will receive induction training, and further support and advice will be provided by the Activities Coordinator as needed.

As the role involves working with vulnerable adults, all volunteers will need a Disclosure and Barring Service (DBS) criminal records check.

**Time and Commitment**

We are looking for volunteers available at weekends and weekday afternoons.

There is a degree of flexibility in the role to suit the availability of volunteers and you will discuss this with the relevant AC.

**Process for application**

* Please complete an application form and return to [hello@fote.org.uk](file:///\\fotefile\public\EBURY%20STREET\ENGAGEMENT%20TEAM\4%20%20ENGAGEMENT%20HUB\VOLUNTEERS\Homes%20&%20services%20volunteering%20resource\Role%20descriptions%20-%20VF%20&%20Homes\hello@fote.org.uk).
* As the role involves working with vulnerable adults all volunteers will need a Disclosure and Barring Service (DBS) criminal records check. This is free for volunteers.
* Two good references.
* Induction will be provided.

Once all the above have been successfully completed, you will be able to commence your volunteering role.

**Development and support**

You will have ongoing support from your manager, other staff and other volunteers.

Mandatory training may be required to meet the current legislation dependent on role and additional training may be offered as appropriate.

You will be invited to attend volunteer meetings and receive regular communication from the charity.

**Confidentiality**

All volunteers must respect the confidentiality of any matters they may learn in the course of their duties relating to service user, staff and the general public as well as matters of business concerning the Charity.

*The duties and requirements in this job description are not exhaustive and amendments and additions may be required in line with future policy changes.*

Please complete a volunteer application form and send it to us via email on [hello@fote.org.uk](mailto:hello@fote.org.uk) or post it to –

Friends of the Elderly

The Hub

40-42 Ebury Street, London, SW1W 0LZ