

Volunteer Activity Assistant

Role Profile: VIP 1

Working with: Project Workers and Support Workers

Supported by: Coordinator (Volunteers)

Location: Rothesay Court, Longton or Catherine Court, Hanley

Purpose of the role:

To help our families, their children and the teenagers who live at the Gingerbread Centre to enjoy at our planned activities, events and trips and to give them the opportunity to mix with our other residents. The role includes helping our staff by setting up, deliver and tidy away the activities and events held at the Centre.

This role is really important as it helps us to improve the quality of life and the life skills of our residents and their families.

Volunteer Role activities:

Activities you may be involved in could include:

- Helping set up activities, which could vary from a movie night or craft making to a 'cook and eat' session
- Making and setting up refreshments
- Lending parents a helping hand with preparing food in our communal kitchen
- Clearing and washing up, cleaning the communal kitchen, dining area and lounge following the activity
- Providing help to deliver activities and life skills sessions for the families
- Being friendly and approachable to help service users to get involved in projects to help them with their support programme
- Providing practical support when an extra pair of hands will assist to motivate and encourage further independence
- Accompany families on trips organised by The Gingerbread Centre

Required skills, knowledge and experience:

You will need:

- To have some experience of parents' and children's needs
- To have good communication skills
- To have a friendly and approachable manner

- To have some knowledge of food preparation
- To have some knowledge and experience of crafts and activities
- To be willing, helpful and reliable
- To understand confidentiality and data protection
- To consider food hygiene and health and safety at all times

Hours required/available:

We can look at which hours you are available to work to try and find a time when there are tasks to do when it would suit you to come in. Some of our activities /sessions are weekly, so it might be that you could help out at the same time each week.

Providing some support during the weekends and in the evenings would be really helpful, as some activities are planned at these times too.

Support and training provided:

- You will be provided with on-the-job training to cover the role and activities that are required
- You will have safeguarding training
- If appropriate, you will be assisted to gain a certificate in food hygiene
- You will be allocated a mentor
- You will have regular catch up meetings with your supervisor/manager
- You will have access to appropriate training courses to aid your personal development

Volunteer Benefits:

- Normal travel expenses will be paid when accompanied by a receipt
- The post will provide you with on-the-job experience, covering the activities listed above

Any other requirements / notes:

As with all the Volunteer posts at The Gingerbread Centre which could involve unsupervised contact with vulnerable people, an enhanced DBS (Disclosure Barring Service) check will be carried out. References may be taken up before a Volunteer is permitted to carry out this role.

If you are interested in this role, please complete an application form which can be found at: gingerbreadcentre.co.uk/volunteer-vacancies or request a paper copy of the application form by emailing volunteering@gingerbreadcentre.co.uk or calling 01782 344740 or 01782 973491.