

**Volunteer Role Description**

**Role:** Social Group Volunteer

**Location:** Various

**Hours:** Dependent upon the social group the volunteer supports. Roles range from 3 hours per month to 3 hours per week. Some social groups will be supported by more than one volunteer.

**Responsible to:** Activities and Volunteering Coordinator

**Role purpose:** The Assembly has many social groups established across the borough, which exist to help tackle loneliness and isolation and to provide a platform for older people in Gateshead to develop stronger relationships and to try a range of new activities.

**Key Tasks:** Social group volunteers will be responsible for coordinating the membership and activities of one or more social groups situated across the borough. They will

* Act as a liaison between the group and the Assembly and the group and the meeting venue (if applicable).
* Set up the venue and refreshments in advance of each meeting.
* Maintain a current record of the group’s membership details.
* Promote and publicise the group to attract new members.
* Coordinate activities, speakers, and days out for the group.
* Collect, bank, and report on subscriptions (where applicable).
* Be an active and supportive member of the team, working to the best of your ability at all times and treating all group members and visitors with courtesy.

**Desirable qualities** We welcome enquiries from anyone interested in volunteering with us, especially if you are:

* Enthusiastic about working with older people.
* Able to relate to individuals of all ages and backgrounds.
* Willing to undertake appropriate training.
* Honest, reliable, and trustworthy, and able to make a regular commitment to volunteering.
* Prepared to work within all of Gateshead Older People’s Assembly’s policies and procedures.

**For more info:** Please contact Lola McPartland (Activities and Volunteering Coordinator) on 0191 438 1721 or

 lola@gatesheadopa.org.uk

*April 2016*