



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:	<p>Social group volunteers will be responsible for coordinating the membership and activities of one or more social groups situated across the borough. They will</p> <ul style="list-style-type: none">• 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	<p>We welcome enquiries from anyone interested in volunteering with us, especially if you are:</p> <ul style="list-style-type: none">• 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