

Role Overview

Role:	Friday Night Social Support Volunteer
Supported by:	Volunteer Coordinator and Adult Activities Coordinator
Location:	Centre 404, 404 Camden Road
Frequency	Weekly, Friday – 7pm-9.30pm
Commitment	3-6 months

Purpose of this role

To encourage everyone to participate in the event. In addition, this role will help with the practical elements of running the tuckshop, event set up and break down.

Benefits

Reap the mental benefits of volunteering by giving back and making new friends!

Key Tasks/Activities

- Engage in friendly conversation and encourage participation
- Help with set up and break down of Friday Night Social
- Assist at door in helping to check people in
- Actively watch for those who need befriending and extra encouragement

Other expectations

- To work with people in a way that takes account of their individual, cultural and religious needs.
- To work with people who may have high needs and a variety of communication needs
- To cooperate with other team members
- To communicate with other team members and report any incidents

Personal Attributes

- Kind, warm, friendly and intuitive
- Confident and happy to get involved
- Flexible, with the ability to adapt to new situations and willingness to try new things
- Ability to adhere to Centre 404's mission statement and values and use a person-centred approach when working with others

Required Training

- Induction to Centre 404's Volunteering Programme
- Adult Safeguard Training – policies and paperwork will be provided

Responsibilities and Additional Notes

- Volunteers handling money must be supervised by a member of staff
- Volunteers should always be in the line of sight of the FNS main group; being alone with a service user is strictly prohibited
- Volunteers must never swap personal contact details with service users or add them to personal social media links
- Cigarette breaks are not permitted with service users

Confidentiality

This role requires that strict confidentiality be maintained with respect to all information obtained by volunteers in the course of their duties, as it relates to staff, volunteers and service users.

Volunteers are to adhere to the signed 'Confidentiality Agreement' completed upon induction.

If confidentiality is breached it will be taken seriously by Centre 404 and may result in release from voluntary service.

Other Information

The recruitment of all volunteer placements adheres to Centre 404's equal opportunities policy. All volunteers are required to complete a DBS check as our building acts as a centre for vulnerable adults and children. Two references will need to be provided.

I have read and agreed to the above role:

Name _____

Signature _____ Date _____