




Volunteer Role Description

Role Title:	Activity Assistant
Location:	Basildon Day Opportunities
Day/Time required:	Monday to Friday, 9.15am to 3.30pm (start and finish times can be flexible for parents / carers)
Manager:	Maggie Blackburn
Organisation overview:	Papworth Trust is a leading disability charity. Our vision is a world where disabled people are seen for what they can do, and our mission is for disabled people to have equality, choice and independence.
Service overview:	<p>We offer a rich and diverse programme of recreational, learning and employment opportunities from our centre's facilities in Ipswich and the wider communities of Suffolk.</p> <p>Situated close to the town centre, we benefit from excellent links to local transport and neighbouring community projects.</p> <p>We're a super friendly and welcoming service with enthusiastic, skilled and experienced staff and volunteers who support individuals to achieve their personal goals and aspirations.</p>
Description of role:	<p>To support customers with higher needs and communication difficulties one-to-one in a group sessions.</p> <p>Work alongside our Activities Facilitators to support the delivery of sessions.</p>
Key tasks:	<p>To work at the individual customer's pace in a group, ensuring they can take part in sessions (for example cooking, baking, dance).</p> <p>Help the individual customer communicate and interact with the team and their peers.</p> <p>To help with confidence building by encouraging and empowering customer to engage, be creative and stay safe.</p> <p>Ensure that the individual is included in various aspects of sessions, and during breaks and lunchtime.</p> <p>INCLUDE THE FOLLOWING TEXT IF THE ROLE INVOLVES CHILDREN OR DISABLED PEOPLE UP TO 25 YEARS OF AGE:</p>

	Volunteers will not be engaged in "Regulated Activity" as defined by Schedule 4 to the Safeguarding Vulnerable Groups Act 2006 (as amended). This includes assisting people with personal or health care, and undertaking activities with children that are not supervised by staff.
Personal qualities required:	<p>Within this role you will:</p> <ul style="list-style-type: none"> • Have a supportive nature • You are outgoing and friendly • You will be polite and respectful • You are patient and kind • You take a calm measured approach to tasks • You are a good communicator • You are empathetic and resilient
Benefits of volunteering:	<ul style="list-style-type: none"> • Become part of a passionate and supportive team. • Help make a real difference to the lives of disabled and disadvantaged people. • Gain new experiences and develop skills and confidence. • Meet new people. • Spend your time doing something that is worthwhile and rewarding • Reimbursement of reasonable travel expenses • Certificated training provided to prepare you for your role • Day to day support from a designated member of staff • Have fun!
Training available:	<ol style="list-style-type: none"> 1. Safeguarding Vulnerable Adults 2. Child Protection in Health and Social Care 3. Equality and Diversity 4. Data Protection in Health and Social Care 5. Local induction 6. Health & Safety
Contact Information:	<p>Papworth Trust Volunteering Department</p> <p> 01480 357292</p> <p> volunteering@papworthtrust.org.uk</p> <p> Papworth Trust - Home</p>