




## Volunteer Role Description

<b>Role Title:</b>	Activity Assistant
<b>Location:</b>	Huntingdon Day Opportunities
<b>Day/Time required:</b>	Monday to Friday, 9.15am to 3.30pm (start and finish times can be flexible for parents / carers)
<b>Manager:</b>	Zoe Laidler
<b>Organisation overview:</b>	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.
<b>Service overview:</b>	<p>We offer a rich and diverse programme of recreational, learning and employment opportunities from our centre's facilities in Huntingdon.</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>
<b>Description of role:</b>	<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>
<b>Key tasks:</b>	<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><b>INCLUDE THE FOLLOWING TEXT IF THE ROLE INVOLVES CHILDREN OR DISABLED PEOPLE UP TO 25 YEARS OF AGE:</b> 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.</p>

<b>Personal qualities required:</b>	<p>Within this role you will:</p> <ul style="list-style-type: none"> <li>• Have a supportive nature</li> <li>• You are outgoing and friendly</li> <li>• You will be polite and respectful</li> <li>• You are patient and kind</li> <li>• You take a calm measured approach to tasks</li> <li>• You are a good communicator</li> <li>• You are empathetic and resilient</li> </ul>
<b>Benefits of volunteering:</b>	<ul style="list-style-type: none"> <li>• Become part of a passionate and supportive team.</li> <li>• Help make a real difference to the lives of disabled and disadvantaged people.</li> <li>• Gain new experiences and develop skills and confidence.</li> <li>• Meet new people.</li> <li>• Spend your time doing something that is worthwhile and rewarding</li> <li>• Reimbursement of reasonable travel expenses</li> <li>• Certificated training provided to prepare you for your role</li> <li>• Day to day support from a designated member of staff</li> <li>• Have fun!</li> </ul>
<b>Training available:</b>	<ol style="list-style-type: none"> <li>1. Safeguarding Vulnerable Adults</li> <li>2. Child Protection in Health and Social Care</li> <li>3. Equality and Diversity</li> <li>4. Data Protection in Health and Social Care</li> <li>5. Local induction</li> <li>6. Health &amp; Safety</li> </ol>
<b>Contact Information:</b>	<p>Papworth Trust Volunteering Department</p> <p> 01480 357292</p> <p> <a href="mailto:volunteering@papworthtrust.org.uk">volunteering@papworthtrust.org.uk</a></p> <p> <a href="#">Papworth Trust - Home</a></p>