




Volunteer Role Description

Role Title:	Activity Assistant
Location:	Basildon Opportunities Without Limits
Day/Time required:	Monday to Friday, 9.15am to 3.30pm (start and finish times can be flexible for parents / carers)
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 Basildon and the wider communities of Essex.</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>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</p>

	<p>people with personal or health care, and undertaking activities with children that are not supervised by staff.</p> <p>A DBS check will be required as part of this role and will be carried out during the vetting checks of successful applicants.</p>
Personal qualities required:	<p>Within this role you:</p> <ul style="list-style-type: none"> • Will have a supportive nature • Are outgoing and friendly • Will be polite and respectful • Are patient and kind • Take a calm measured approach to tasks • Are a good communicator • 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>To apply, please send your completed application form to volunteering@papworthtrust.org.uk</p> <p>Papworth Trust Volunteering Department  01480 357292  volunteering@papworthtrust.org.uk  www.papworthtrust.org.uk/volunteering</p>