

VOLUNTEER ACTIVITY CO-ORDINATOR

As a Volunteer Activity Coordinator, you will be responsible for planning, organising and facilitating activities for carers and the people they care for. You will use your skills and talents in art, music, drama or other areas to conduct activity sessions that are fun, engaging and meaningful. You will also help to promote the benefits of volunteering and raise awareness of the issues faced by carers.

What you'll be doing:

- Liaising with staff and other volunteers to identify the needs and interests of carers and the people they care for
- Developing and delivering a variety of activities that suit different abilities and preferences
- Setting up and clearing away equipment and materials for each session
- Ensuring that health and safety guidelines are followed and that risk assessments are carried out
- Providing feedback and evaluation on the impact and outcomes of the activities
- Supporting carers and the people they care for to participate in the activities and to socialise with others
- Signposting carers to other sources of information, advice and support

The skills you have:

- A passion for supporting carers and the people they care for
- A creative flair and a willingness to share your skills and talents with others
- Good communication and interpersonal skills
- A friendly, positive and flexible attitude
- An ability to work independently and as part of a team
- A commitment to attend regular training and supervision sessions
- A respect for confidentiality and diversity

What you'll gain:

- Making a positive difference in the lives of carers and the people they care for
- Meet new people as part of a friendly team that makes a difference in the community
- Have a rewarding experience helping us to raise awareness and money which will help improve life for carers
- Receive an induction, relevant training, the support you need to carry out your role, and agreed out-of-pocket expenses (reimbursed within our guidelines)

If you are interested in becoming a Volunteer Activity Coordinator, please contact us at **volunteer@carerstrusthoofe.org.uk** or call us on **024 7663 2972**.