

For office use only: **IMV001**

Reviewed by: **SW/RC/CT**

Date: **06/21**

## Volunteer Role Description

Location of position: Mobile  
Responsible to: Volunteer Co-ordinator and Work Buddy (ILC)  
Time commitment: To be agreed



## Purpose/Summary of role:

To support Cartrefi Conwy tenants and people in Conwy county who may need some extra help at home. The support will range from a befriending service that can help reduce loneliness and isolation, to going to GP appointments, helping with tasks around the home, attending events or even a daily phone call.

### Essential skills required for the role:

- ✓ Good communications skills
- ✓ Friendly and welcoming nature

### Desirable skills:

- ✓ Experience of volunteering with members of the public

## Description of Tasks:

Tasks will vary depending on your skills and hobbies, as well as the needs of the tenant you are supporting. They could include, but are not limited to:

- Companionship
- Providing transport to appointments
- Accompanying a person whilst out shopping/visits out
- Dog Walking/Pet Care
- Helping with making phone calls/utility bills
- Support after bereavement
- Company for cinema/theatre visits etc
- Company whilst a tradesman is in the house
- Record any further assistance required
- Log information as required

## Training & Support

- ✓ Induction to the organisation
- ✓ Participation in the Volunteer Rewards scheme
- ✓ Full training on all aspects of the role:

Each volunteer will complete the Independent Me Training Programme (Online eLearning and accredited training) which will consist of:

- Safeguarding children & vulnerable adults
- GDPR
- Having Difficult Conversations
- Confidentiality
- Professional Boundaries
- Mental Health First Aid
- First Aid
- Manual Handling

Once you have successfully completed the Independent Me Training Programme you will be issued with a Certificate to say you are now an Independent Me Volunteer.

## Reimbursement of Expenses:

Out of pocket expenses will be reimbursed as follows:

- ✓ Mileage costs @ 45p per mile from home to place of volunteering
- ✓ Public transport costs reimbursed on receipt of valid ticket
- ✓ Up to £7.50 per day to pay for things like coffee's etc when they are taking a person out carrying out befriending activities (receipts will need to be provided to claim this expense)

## How to Apply:

- ✓ Email [richard.chance@creatingenterprise.org.uk](mailto:richard.chance@creatingenterprise.org.uk) or telephone 01492 588 980
- ✓ Express an interest in which role you are interested in
- ✓ Speak to Volunteer Co-Ordinator

**Line Manager:**

**Date:**