**Volunteer Role Description**

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|  | ***Information to be included as appropriate to your service.*** |
| Role Title: | Community Hubs - Volunteer Activities Host |
| Time Commitment: | Flexible scheduling based on the activity timetable and volunteer availability. |
| Location: | Community Hubs are located in; Alnwick, Cramlington, Haltwhistle and Newbiggin |
| Specific tasks and activities: | * **Host Weekly Activities:** Lead or assist with activities such as table tennis, armchair exercises, language classes, chatty cafes, community garden projects, and cinema clubs. * **Utilize Personal Skills:** Design and facilitate activities based on your unique skills, such as arts and crafts, music, or technology tutorials. * **Engage Participants:** Encourage participation and create an inclusive, welcoming environment for all hub users. * **Coordinate with Staff:** Work closely with hub staff to plan and organize activities. * **Support Community Building:** Foster connections among participants and promote a sense of community within the hub. * **Adhere to Policies:** Follow all hub guidelines, including safeguarding and health and safety procedures. |
| Training: | * You will be given on online training account on the council’s learning platform * You will be given an understanding of the ethos of the council will be provided.   Training required:   * **Volunteer Induction:** Overview of the hub’s mission, policies, and procedures. * **Safeguarding Training:** Understanding the safeguarding of adults and children. * **Professional Boundaries:** Guidance on maintaining appropriate volunteer-participant relationships. * **GDPR Training:** Ensuring confidentiality and proper handling of personal data. * **Manual Handling Training:** Safe practices for any physical tasks associated with activities. |
| Expenses / equipment provided | Reasonable expenses for materials or resources needed for activities, subject to prior approval. |
| Skills and qualities required | * **Values**: Hold personal values in line with those of NCC as set out in the volunteer handbook * **Communication Skills:** Ability to engage and interact effectively with a diverse range of people. * **Empathy and Patience:** Understanding and sensitivity to the needs of participants. * **Teamwork:** Ability to collaborate with hub staff and other volunteers. * **Organisational Skills:** Capability to plan and manage activities efficiently. * **Adaptability:** Willingness to adjust activities to suit participants’ abilities and interests. * **Specialised Skills (Optional):** Expertise in a specific area such as fitness, arts, languages, or gardening is highly valued. |
| Age requirements | Age 18yrs and over |
| Benefits to volunteer | * Develop leadership and organisational skills. * Gain experience working with diverse groups of people in a community setting. * Opportunity to share your talents and make a positive impact on participants’ lives. * Be part of a supportive and inclusive team. * Enhance your CV and career prospects. * Contribute to building a vibrant and connected community. |
| DBS check | Enhanced DBS is required for this role provided through the service |
| Contact details for application | Volunteer@northumberland.gov.uk |
| Signed by supervisor |  |
| Signed by volunteer |  |