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| **Role Title** | Group Activities Volunteer (Extra-Care Housing) |
| **Purpose of the role** | Volunteers help to reduce loneliness and enhance the wellbeing of the tenants of extra-care housing developments in Midlothian. Volunteers will lead activities for small groups of residents. Activities could include crafts, quizzes, board games, musical entertainment, gentle chair exercise and gardening. |
| **When** | A minimum commitment of 2 hours a week. Activities can take place at agreed regular times from Monday-Sunday, during the daytime or evenings. |
| **Tasks to be undertaken** | Tasks include:   * Plan appropriate activities for the group in consultation with residents and staff * Organise agreed activities for small groups. This could include internet research on activities, making a list of what is needed, sourcing/arranging any items needed * Set up, lead, and tidy up after the activity * Support individuals to participate in the activity * Create and support a friendly and positive atmosphere * Provide appropriate feedback to site staff including escalating any concerns or worries * Maintain confidentiality and data handling procedures in accordance with NHS Lothian policies * Actively participate in training and support meetings |
| **Tasks not to be undertaken** | Volunteers do not provide:   * personal care (toileting, feeding, bathing, providing medication) * support with errands (such as food shopping, collecting prescriptions) * specialised mental health support or counselling |
| **Skills, Attitudes and Experience needed** | **Skills**   * Good listening and communication skills * Comfortable making small talk and start a conversation * Confidence in leading a small group * Planning/organisational skills * Ability to be empathic, patient, and non-judgemental * Punctual and reliable * A warm, friendly, and professional approach * A skill or interest that you are willing to share (eg. crafts, gardening, card games) would be desirable   **Attitudes**   * Respect for confidentiality * Willingness to adhere to the boundaries of the role * Willingness to maintain regular contact with staff on site   **Experience**   * No previous experience is required; full training will be provided * Previous experience of talking to groups of people is desirable |
| **Support /Supervision** | * Role-specific training * Site-specific induction * Coordination and support from on-site staff * Optional ongoing learning opportunities as part of NHS Lothian volunteer programme |
| **Expenses** | Agreed out of pocket expenses which are incurred when carrying out this volunteer role will be reimbursed in line with the NHS Lothian volunteer expenses policy and signed off by the Voluntary Services Manager. |
| **How to apply / what happens next** | Application Pack, Informal interview, Training, References PVG check |
| **Created, by whom** | 15/02/2020, Georgia Sinclair, VSM |