Carers' Connect Activity Support Volunteer

Role summary: To support HOPS' staff in delivery of activity sessions.

Principally this is through hands-on support at Coffee Mornings and Time Out sessions.

Time commitments: 2nd Friday – 3 hours

4th Friday – 5 hours

Coffee Morning:	2nd Friday of each month—10.30am to 12.30pm
	With set up and tidy—approx. 10am to 1pm
Time Out Days:	4th Friday of each month—10.30am to 1.30pm
	With set up and tidy—approx. 9.30am—2/2.30pm

Sessions run year round except for August. Time Out date for December is altered to before the Christmas period.

We will consider different time options. E.g. you may be able to attend one or both sessions; you may be able to help set up and stay for some delivery but not for the whole session.

Tasks

Help to set up – this may include moving items to set up therapy rooms; laying out refreshments etc.

Refreshments – support with making tea, coffee etc.

Welcome – ensure people know where they are going, provide a welcoming face

Admin – support to ensure people register and have completed necessary forms.

Lunch – support in laying out and clearing up.

Experience & qualifications

If you have previous experience of working or volunteering for a small charity or voluntary sector group – that is great. However, for this role, all we ask is that you are someone who is warm and friendly, willing to support with a variety of tasks and that you feel you can undertake the role as described.

Expenses

HOPS can pay reasonable travel expenses; this will be discussed at interview.

Refreshments provided. Lunch provided at Time Out sessions.

Application Process

Please complete the application form and return to:

hopsdevelopment@gmail.com

This is a rolling application, no current deadline.

Once we receive your completed form, we will be in touch to arrange an informal interview. This will be a relaxed conversation to help HOPS and yourself get to know each other and to establish the next steps.

Development

HOPS also provides occasional Retreat days and courses. Retreat days are similar to our Time Out sessions but tend to be delivered in partnership with other organisations and at other venues. There may be opportunities to help at these sessions. Courses run over 3 to 5 weeks and may require volunteer support in a similar manner to this described role.

Holistic Therapies – are at the core of HOPS' services. In order to support our volunteers in their understanding of the focus of our delivery we would provide informal awareness raising of therapies which can include taster treatments.