

Volunteer Role Description

Volunteer Role	Volunteer Befriender – Group Befriending
Service/Department	Befriending Service
Manager/Point of Contact	Befriending Service Coordinator
Preferred days or times for volunteer availability (if any)	<i>Coffee & Conversation Session detailed in Volunteer Agreement</i>
Role Description	
<p>Summary of Volunteer Role:</p> <p>To host weekly Coffee & Conversation sessions, make attendees feel welcome and at ease, instigate some light conversation and encourage social interaction amongst the group</p>	
<p>Key Duties:</p> <ul style="list-style-type: none"> • Set up and clearance of the group setting including tables and chairs, pop the heating on, check refreshments and fridge stock i.e milk, turn the water heater on, check the toilet paper and towels stock, put the music on and make it generally hospitable • Welcome people to the group and do introductions • Help with refreshments • Manage the stocks of tea, coffee, beverages and biscuits and advise the Befriending Service Coordinator of the levels • Collect, oversee and return the Attendee Registration Form to the Befriending Service Coordinator • Collect a money pot to encourage donations during the session and return it • Be responsible for locking up 134, turning the heating off and returning the key to the Front of House staff 	
<p>Other Information/requirements:</p> <p>This role requires a kind-hearted person who is sociable and confident in a group setting.</p> <p>We encourage you to enjoy these sessions and be the friendly face to welcome the attendees for each session. Allow the conversation to run freely, but do throw in the occasional steer should you need to direct the group in order to build up their confidence and make them feel comfortable as they settle in.</p> <p>This role is subject to a DBS check and pass certificate (We will arrange)</p>	
Additional Internal Information	
Aiming to be fill position by date	-
Form submitted date	02.01.24
Form submitted by	L.Carter

Volunteer Recruitment Service | Role Description Template

Form to be completed and sent to

Leah-May Carter | Befriending Service & Volunteer
Recruitment Manager