**VOLUNTEER ROLE DESCRIPTION **

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| Organisation Name: | Cartrefi Cymru |
| Volunteer Role Title: | Activity Group-based Volunteer |
| Aim of the Volunteer Programme: | To set up a network of Volunteers to enable the people we support with learning disabilities in Bridgend to maximise their independence through playing an active part in their communities. |
| Volunteer responsible to: | Volunteer Coordinator |
| Volunteer Role Location: | Specified Centre(s) within Bridgend county |
| Main Purpose of Volunteer Role: | To participate within the community to enable the people we support to access community activities to enable them to:* Fulfil their potential
* Develop new skills
* Make new friends
* Create opportunities
* Make choices
* Increase self-confidence
* Be more independent
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| Types of Volunteering Tasks | * Listening and chatting
* Going for a walk
* Arts and crafts
* Singing
* Playing bingo
* Helping the supported person to make a cup of tea
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| Main Responsibilities of the Volunteer: | 1. Support people with learning disabilities in a specified Centre
2. Assist support staff in the smooth running of the Centre activities
3. Assist in the activities taking place within the Centre
4. Promote a person centred environment by listening to individuals with sensitivity to their needs
5. Promote new opportunities for the people we support e.g. through sharing hobbies and interests
6. Promote independence with the people we support e.g. encourage them to do things for themselves
7. Support other volunteers and work as a team
8. Familiarise yourself with and support Cartrefi Cymru’s ethos, policies and procedures as stated in the Volunteer Induction Handbook
9. Attend mandatory training and any other training deemed to be appropriate
10. Attend supervision and reviews
11. Support health and safety within the Centre by having an awareness of the surrounding environment for yourself, the people we support, staff and other volunteers
12. Promote equality and diversity as specified in the Volunteer Induction Handbook
13. Respect confidentiality at all times
14. Use Cartrefi Cymru’s Safe and Sound System with each visit
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