**VOLUNTEER ROLE DESCRIPTION **

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| Organisation Name: | Cartrefi Cymru |
| Volunteer Role Title: | Allotment 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: | Cartrefi Cymru Allotment, Badgers Brook, Brackla, Bridgend |
| 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 |
| Types of Volunteering Tasks | * Listening and chatting * Digging * Weeding * Planting * Woodwork * Minor construction activities * Helping and interacting with service users * Helping with activities |
| Main Responsibilities of the Volunteer: | 1. Support people with learning disabilities in a pre-arranged location 2. Assist Cartrefi Cymu’s staff, the people we support and other volunteers in activities taking place at the allotment 3. Promote a person centred environment by listening to individuals with sensitivity to their needs 4. Encourage new opportunities for the people we support e.g. through sharing hobbies and interests 5. Promote independence with the people we support e.g. encourage them to do things for themselves 6. Support other volunteers and work as a team when applicable 7. Familiarise yourself with and support Cartrefi Cymru’s ethos, policies and procedures as stated in the Volunteer Induction Handbook 8. Attend mandatory training and any other training deemed to be appropriate 9. Attend supervision and reviews 10. Support health and safety within the allotment, by having an awareness of the surrounding environment for yourself, the people we support, staff, other volunteers and the public 11. Promote equality and diversity as specified in the Volunteer Induction Handbook 12. Respect confidentiality at all times 13. Use Cartrefi Cymru’s Safe and Sound System with each visit |