



advice and support for older age

**Independent  
Age**

## **Role title: Training Volunteer**

### **Overall purpose of the role:**

The Training Volunteer will work alongside Independent Age to deliver training sessions and peer to peer learning using prepared presentations to fellow volunteers.

The role is varied and can be adapted both to suit the time that you are able to give to the role and your skills.

### **Key Responsibilities**

- Delivering workshops and peer-learning sessions, remotely and face to face
- Delivering an agreed number of sessions per year to be agreed with your Independent Age contact
- Keeping in regular contact with your Independent Age contact
- To complete Independent's Age reporting and expenses requirements in a timely manner
- Completing the required core and ongoing training
- To be available for regular support and supervision sessions
- To report any concerns to your Independent Age contact in line with Independent Age's safeguarding procedures
- To attend at least one volunteer networking event a year
- Represent the charity well to the wider public
- Agree to read and abide by Independent Age's policies and procedures including but not restricted to, safeguarding, lone working and boundaries guidance

### **Person Specification – Skills, Abilities and Attitude**

We welcome applications from current volunteers who can also share their experiences with other volunteers

- Ideally you will have experience in public speaking or training delivery
- Enjoy speaking to groups and managing the group effectively
- Elements of this role can be done remotely from your own home
- Have a keen interest in older people and the issues of later life
- Be reliable, consistent and dependable
- Be patient, empathetic and non-judgemental
- Good computer skills of Office and Outlook programs
- An ability to recognise the boundaries of the volunteering role
- Ability to work independently but know when to seek advice or report concerns

### **Role Duration and Commitment**

This role is flexible and the specific work will be agreed with your Independent Age contact.

## **Induction and training**

All volunteers will receive an induction into Independent Age's culture and values, Safeguarding, Lone Working, Data Protection and role specific training for the Training Volunteer role.

## **What we ask of you**

We ask you to confirm in writing that you have read and will adhere to the relevant policies and procedures as outlined in our Volunteer Handbook.

Independent Age's service users are older people but we welcome all volunteers (18+) who bring a mature attitude.

## **You will need:**

- Your own transport in areas where there is no public transport
- Use of a mobile phone whilst volunteering
- Access to a pc and an internet connection is essential for online reporting

## **Benefits of volunteering with Independent Age**

- Enhancing the lives of older people
- Meeting and working with new people
- The opportunity to develop new skills and interests
- Full support and training
- Feeling part of a worthwhile charity
- The opportunity to access other volunteering roles
- Annual volunteer events
- References

## **Expenses**

Receipted 'out of pocket' expenses including phone calls made in the course of your volunteering will be paid in accordance with Independent Age Volunteer Expenses Policy.

## **Independent Age contact**

Email [volunteer.recruitment@independentage.org](mailto:volunteer.recruitment@independentage.org) or telephone 020 7605 4255