

## Coordinating Volunteer



<b>At a glance</b>	Coordinating Volunteers nurture and support a small group of up to 10 local Volunteer Visitors, ensuring the volunteer and the older person are enjoying their friendship.	
	Location	Local
	Flexibility	High
	Regularity	Variable: Weekly / Fortnightly
	Time Commitment	Around 6 hours/ month, ideally for a minimum of 12 months
	DBS / PVG Clearance	Organised by Independent Age
	Age requirement	18+ years
	Training required	Online safeguarding and data protection training, induction training and yearly refresher training
	IT skills required	Desirable email and internet access for reporting

<b>How this role makes a difference</b>	With growing numbers of volunteers and older people, our Coordinating Volunteers make sure older people and their volunteers have the resources they need to build good relationships.
---	--

<b>What you'll be doing</b>	<ul style="list-style-type: none"> <li>• <b>Supporting and mentoring</b> a small team of up to 10 Volunteer Visitors</li> <li>• Maintaining <b>regular contact</b> with those volunteers, providing support and guidance following Independent Age guidelines</li> <li>• <b>Liaising</b> with other local volunteers, including Training and Assessing Volunteers</li> <li>• Keeping <b>in touch</b> with your Independent Age contact at regular support sessions and <b>reporting</b> anything concerning</li> <li>• <b>Arranging</b> local volunteer meetings for training and networking, and <b>Supporting</b> engagement and attendance to those meetings</li> <li>• Assisting in <b>telephone review catch ups</b> with older people</li> <li>• <b>Local signposting</b> of older people as and when needed and in-line with our approved lists</li> <li>• Treating what you see and hear as <b>confidential</b> and sensitive</li> </ul>
-----------------------------	--

	<ul style="list-style-type: none"> <li>• Keeping your skills and knowledge up to date by taking part in <b>training</b> and attending one of our <b>networking</b> events each year</li> <li>• Reading and following our <b>policies and procedures</b> - designed to keep you safe and happy, and everyone's data safe and protected. We've got guidance around safeguarding, lone working, confidentiality and role boundaries to help with this. We'll ask you to sign to say you understand them</li> <li>• <b>Representing</b> the charity well to the wider public.</li> </ul>
--	--

<b>What's on offer</b>	<ul style="list-style-type: none"> <li>• An opportunity to help to <b>enhance</b> older people's lives in your community and feel part of a growing network of volunteers <b>making a real difference</b></li> <li>• A chance to meet and work with <b>new people</b></li> <li>• The opportunity to develop <b>new skills and interests</b></li> <li>• Full support and a range of relevant <b>training</b></li> <li>• The opportunity to <b>access</b> other volunteering opportunities</li> <li>• A <b>reference</b> for future volunteering or employment, after 6 months</li> <li>• Following our Volunteer Expenses Policy, reimbursement of <b>agreed expenses</b> so you're not out of pocket.</li> </ul>
------------------------	--

<b>What you can offer us</b>	<ul style="list-style-type: none"> <li>• Enjoying meeting a <b>diverse range</b> of people and helping others</li> <li>• An <b>interest</b> in older people and the issues of later life</li> <li>• Some <b>experience</b> in leading and motivating a team of volunteers</li> <li>• <b>Reliability</b>, consistency and dependability</li> <li>• Good <b>conversational</b> and <b>listening</b> skills</li> <li>• An ability to work <b>independently</b> but also stay within the role's <b>boundaries</b> – recognising when to seek advice or report concerns</li> <li>• Your <b>own transport</b> in areas where there is no public transport and use of <b>own mobile telephone</b> whilst out on visits.</li> </ul>
------------------------------	---

<b>Find out more!</b>		Visit us: <a href="https://www.independentage.org/get-involved/how-can-i-volunteer">https://www.independentage.org/get-involved/how-can-i-volunteer</a>
		Email us: <a href="mailto:volunteer.recruitment@independentage.org">volunteer.recruitment@independentage.org</a>
		Phone us: <b>020 7605 4255</b>