



Volunteer



Volunteer Role Description

Purpose	To provide support to the Calabash project co-ordinator with the organisation and delivery of monthly activities and social events for African men.
Work Area	Office Based & Supporting People
Key Activities	<p>As a Calabash volunteer you will be supporting in engaging African men living with HIV to access relevant and appropriate support to live full lives. You will help to support with the running of exciting and dynamic activities, social events and training opportunities to boost confidence and improve engagement by African men in George House Trust services. As a Calabash Volunteer you'll be making sure that everyone feels welcome at our groups and events and ensuring that the events run smoothly.</p> <p>Key tasks include:</p> <ul style="list-style-type: none"> ▪ Attend Calabash monthly meetings ▪ Supporting group activities for African men ▪ Record attendance at events ▪ Support Calabash attendees to complete event evaluation forms over the phone ▪ Engaging African men living with HIV to encourage attendance at groups and sessions ▪ Supporting and befriending African men ▪ Meeting and greeting people as they come in and introducing them to others ▪ Making sure everyone is made welcome, introduced to people and are not isolated within the group. ▪ Being aware of group dynamics ▪ Being aware of any people having support needs/dietary needs and work with staff to meet these. ▪ Disseminating information (staff will tell you what information needs to be given out) ▪ Administering travel expenses ▪ After the Session, loading the dishwasher and making sure the room is tidy
Time Commitment	<p>You need to be able to commit to volunteering in our office for at least half a day per week. This day must be a regular fixed day between Monday and Friday.</p> <p>You will also be required to volunteer one Saturday per month to support with co-facilitating group activities.</p>
Location	This role is based in the office at George House Trust
Skills/experience required	<ul style="list-style-type: none"> ▪ Fluency in English (written and spoken) ▪ Strong writing skills ▪ Basic numeracy skills ▪ Good listening skills ▪ Good communication and interpersonal skills ▪ Ability work independently and part of a team ▪ Experience in using Microsoft Office, Telephone and Email ▪ Good organisational skills and an attention to detail ▪ An ability to apply data protection principles and confidentiality to your work ▪ To be open to your ongoing learning and development within this role ▪ To be able to work with people from a wide range of backgrounds

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Training required	<ul style="list-style-type: none">▪ George House Trust's Volunteer Induction▪ Practical training when you commence the role▪ A commitment to attend volunteer team meetings regularly
DBS required?	No
Supervision arrangements	Supervision will be provided by the GHT Volunteer Co-ordinator
Further Information	For further information, or to get involved email volunteering@ght.org.uk

