



Group Events Support



Volunteer Role Description

Purpose	To provide practical support to ensure that our groups and sessions are well organised, welcoming and inclusive, for those who attend.
Work Area	Office Based & Supporting People
Key Activities	<p>Our Courses, Events and Sessions provide an opportunity for people living with HIV to learn about HIV, meet others, and reduce isolation. As a Groups and Sessions Volunteer you'll be making sure that everyone feels welcome at our Courses, Sessions and Events and ensuring that the events run smoothly.</p> <p>Key tasks include:</p> <ul style="list-style-type: none"> ▪ Preparing food ▪ Answering the door ▪ 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 anyone who might be upset and need to speak to a staff member ▪ Being aware of group dynamics ▪ Being aware of any people having support needs/dietary needs and work with staff to meet these. ▪ Helping with any specific activities (e.g. arts), with guidance from GHT staff member ▪ 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	Commitment and timings are dependent on which Sessions or Groups you are helping with. Some run weekday daytime, some are in the evenings and some at weekends.
Location	This role is based in the office at George House Trust
Skills/experience required	<ul style="list-style-type: none"> ▪ Listen to others and be empathic ▪ Communicate clearly with others ▪ Be willing to complete a Food Hygiene Certificate and prepare food in accordance with basic food hygiene principles ▪ Have basic numeracy and literacy skills ▪ Signpost people to staff members/information resources as appropriate
Training required	<ul style="list-style-type: none"> ▪ George House Trust Volunteer Induction Training ▪ Sessions Volunteer Induction from GHT Staff Member ▪ A commitment to attend volunteer team meetings regularly
DBS required?	An Enhanced DBS Check is required for this volunteer role.
Supervision arrangements	<p>Supervision will be provided by:</p> <ul style="list-style-type: none"> ▪ A George House Trust Service Adviser

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	<ul style="list-style-type: none">▪ Sessions Volunteer Team Meetings One to one supervision on request with the Volunteer Co-ordinator
Further Information	For further information, or to get involved email volunteering@ght.org.uk

