



Volunteer Role Description

- Role:** Group Co-ordinator
- Principle:** To assist with the running of one of the groups
- Function:**
- Friends United (monthly – Monday evening)
 - Go Forum (1st and 3rd – Thursday afternoon of the month)
- Duties:**
- To attend the group session on the day
 - To work with the lead co-ordinator / member of staff to manage the needs and expectations of the people attending the group
 - To work with the lead co-ordinator / member of staff to arrange suitable talks and visits for the group
 - To be aware of health and safety issues as applicable
 - To be aware of safe guarding issues as applicable
- Reporting to:** Poole Forum Manager / Nominated member of staff
- Location:**
- Friends United: Sea View Day Centre, Croft Road, Parkstone, BH12 3LD
- Go Forum: Community Link Room, Bournemouth & Poole College, North Road, Poole, BH14 0LS
- Hours:**
- Friends United – one Monday evening a month 7.00pm – 9.00pm
 - Go Forum – 1st and 3rd Thursday afternoon each month 12.00 – 3.00pm
- Dress Code:** Smart casual; volunteer badge to be worn at all times
- Training:**
- Induction and Introductions
 - Opportunities to attend relevant training from local agencies and / or Borough of Poole

**Personal Qualities
Required:**

- Able to work with adults with a learning disability
- Able to manage own time
- Good verbal communication skills
- Enjoy working with people
- Smart appearance