



## Volunteer Project worker older people's activities

**Location:** The Abbey Centre, 34 Great Smith Street, Westminster, SW1P 3BU

**Responsible to:** Older peoples activity project lead

**Apply to:** Caz 07818202935 or [volunteerinfo@theabbeycentre.org.uk](mailto:volunteerinfo@theabbeycentre.org.uk)

**Hours of work:** Mondays and or Wednesdays 11:30-15:30

### **Purpose of the Role:**

- Assist setting up and helping with creative activities, engaging, and talking to service users who attend the older people's clubs and reporting any issues straight away, in line with the Abbey centre safeguarding policies

### **Person Specification:**

- Ability to work with older people and people living with disabilities
- Ability to communicate with people from different backgrounds- speaking more than one language is an advantage
- To be able to take directions from project officer
- To think on your feet
- To engage with visitors

### **Specific responsibilities include:**

- Interacting with people attending the activities
- Helping to set up and clear away the tea and coffee trolley and serving tea and coffee to service users throughout the activity
- Assisting the group with creative activities
- Helping to set up and clear away after the end of the activity
- To communicate any safeguarding issues straight away

### **Benefits:**

- Travel expenses in line with the Abbey Centre's policy
- Lunch when volunteering for more than 4 hours per day
- Reference upon request
- DBS if required
- Training in line with working with older people