

## VOLUNTEER PROFILE: JIGSAW

### VOLUNTEER ROLE DETAILS:

Volunteer Role	Jigsaw Team	Project Day	Wednesday
Direct Line Manager	Paul Widdowson	Time	2pm – 3.30pm

### VOLUNTEER ROLE SUMMARY:

Jigsaw is a Hope Community Foundation (HCF) project which offers a welcoming and friendly space for those experiencing isolation/or over 55s to get involved in activities, to connect with others and to try something different and new. We have a great team ready to help everyone to develop skills, try some artwork, pick up a table tennis bat or to manage to get a dart in the bullseye! Your role will be vital in creating and maintaining a friendly and inclusive environment in which everyone feels welcome and able to relax and chat whilst enjoying a wide range of activities and exploring new interests.

### SPECIFIC ROLE REQUIREMENTS:

- Arriving at 1.30pm to prepare for the session to start at 2pm
- Assisting the Group leader in creating and maintaining a warm, welcoming and friendly environment
- Setting up areas for different activities as per weekly plan and supervising activities
- Preparing refreshments
- Engaging and encouraging attendees to participate in activities and games
- General housekeeping duties, eg., tidying and clearing resources and equipment
- Befriending and chatting to attendees during the session
- Signposting attendees to relevant services if required
- Assisting with clearing away activities and the safe storage of resources and equipment.
- Reporting health and safety and safeguarding concerns to the Group Leader
- Adhering to relevant policies, procedures and risk assessments
- Observing confidentiality and data privacy

### SKILLS / ABILITIES:

- Good listening skills and communicates effectively
- Ability to learn about the project and the services supported by or supporting the project

### COMPETENCIES / BEHAVIOURS:

- Empathetic, friendly and approachable
- Enthusiastic and motivated
- Clean appearance and good personal hygiene
- Punctual and reliable
- Flexible and works well with others
- Heart to see people flourish
- Ensure that your language and behaviour, and the working environment you create is non-threatening and non-discriminatory so as to preserve dignity and respect for all, regardless of race, religion, sex, sexuality, marital status, age, employment status, political persuasion, mental or physical health, or criminal convictions.