

**Role Description for Volunteer Assistant Group Leader**

**Title:** Volunteer Assistant Group Leader (VAGL)

**Service area:** Social groups for young people and adults from 14+

**Hours/Commitment required:** 3 hours per week (one weekday evening), the number of weeks per year is flexible

**Context:** The role involves volunteering at a social group for young people and/or adults with learning disabilities and autism. The groups usually meet weekday evenings or Saturday afternoons for 2 – 3 hours. The groups meet in Leeds city centre or the surrounding area. The aim of the groups is to provide a safe environment for individuals to meet with their peers, choose and take part in activities of their choice reducing isolation, improving wellbeing, personal and social skills.

**Purpose of post:** The VAGL will be a member of the group leadership team (along with the one group leader and other VAGL’s) providing support to groups enabling members (anyone who engages with us) to take part in activities of their choice and to support group members to get the most out of the session by being active participants and staying safe.

Individuals may have a learning disability, a physical disability and/or be on the autistic spectrum and may also present with personal care needs, emotional difficulties, behavioural problems, and/or mental health issues. This will require the VAGL to be patient, understanding, empathic, and to work with an approach which puts individuals at the centre of the support.

**Location:** Groups meet in different community venues across the city of Leeds with the majority being in the city centre or Kirkstall area.

**Reports to:** Service coordinator/manager

The VAGL will:

1. Work with staff to support group members to plan and undertake activities of their choice
2. Work as part of the group leadership team to support young people and/or adults to meet and socialise on an evening or weekend and participate in all activities
3. Interact with members of the group
4. Work as part of a team
5. Build and use their understanding and confidence of what challenges people with learning and other disabilities might face, and their understanding of mental health problems to enable effective support
6. Attend occasional team meetings
7. Attend training as required
8. Inform relevant staff of any upcoming absences
9. Assist with tidying up at the end of the session if necessary
10. Share feedback on the session

**Person specification**

**Essential**

**Experience of;**

No experience required, we value commitment, attitude and values

**Skills;**

Ability to work in ways which value and promote individual choice

Ability to communicate easily at all levels

**Personal qualities;**

Positive attitude

Commitment to working in ways that promote and value individual choice and dignity

Commitment to working in ways which promote equal opportunities

Willingness to undertake training as required

Willingness to work within People Matters’ policies including safeguarding, health and safety and data protection

**Desirable;**

Knowledge of the Leeds area

**Benefits of volunteering at People Matters;**

Opportunity to help others, develop inclusive communities and increase independence of vulnerable young people and adults in Leeds

You will be volunteering with an organisation who holds the Leeds Volunteer Kitemark, have a ‘good’ CQC rating for it’s one to one service, is a Disability Confident Leader employer and holds the Matrix Standards for providing advice and guidance to all

Receive training

Learn new skills in a diverse and inspiring environment

Access our volunteer award scheme launching in early 2020

Enhance CV, profile and gain valuable experience to strengthen your skills to support a higher education and/or the UK’s competitive job market

Participate in relevant training where available

Receive regular supervision and support

Volunteers are entitled to claim expenses in accordance with the organisation’s policy.

Please note this role is subject to the completion of Disclosing and Barring Service (DBS) check. An adverse check will not automatically prevent you from volunteering with People Matters it will be discussed with yourself and reviewed on an individual basis.