

Role Description

ROLE TITLE: Carer Support Group Volunteer – Compass Carers

ROLE LOCATION: Various – within the GP Federation Areas of Somerset

RESPONSIBLE TO: Appropriate Voice Worker/ Carer Support Worker/
Volunteer Coordinator

Objective

To assist in the organisation and facilitating of a Carer Support Group in an identified area of Somerset, to provide support for carers and past carers in that area.

Main Duties

- Liaise with the appropriate Voice Worker/Carer Support Worker for the identified area to ascertain the level of volunteer involvement needed for the identified Carer Support Group in the area.
- If there is no current Carer Support Group in the area, to assist the Voice Worker/Carer Support Worker in setting up the Group and to advertise it in the appropriate area, by various means.
- To attend the Carer Support Group when established and to help and support the Group and its' members in ways identified and agreed with the Voice Worker/Carer Support Worker and the members of the Group.
- Such involvement could, but does not have to, include the buying of and serving of refreshments (any money paid out by the volunteer to be re-imbursed) , the arranging of speakers and activities for the Group, taking a leading role in the running of the meeting, introducing speakers and activities to the Group, the holding of a key and the opening and closing of premises. The list of possible duties is not exhaustive and other duties/responsibilities can be agreed with the Volunteer.
- To help in the advertising of the Group and the encouragement of carers to join it.
- To observe confidentiality at all times.

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- To ensure that actions are agreed with the appropriate Voice Worker / Carer Support Worker and Group members.
- To carry out administrative and other tasks to help the Group generally, as agreed with the Volunteer.
- To maintain a positive and professional image of the organisation at all times.
- Be aware of and adhere to Compass Disability Services' policies and procedures at all times.
- To remain aware of, and abide by, current legislation, organisation policy and the eight principles relating to Data Protection.
- To commit to the necessary training and development activities in order to fulfil the role and your potential.

Person Specification

An understanding of and empathy with the role of a Carer.

Commitment to the identified Group.

Good communication skills.

Ability to work under own initiative.

Good organisational skills and an eye for detail.

A strong commitment to equality of opportunity for all sections of the community and an understanding of disability equality.

Terms of Engagement

Voluntary position

Working Hours

Negotiable and to fit with the identified Carer Support Group

Remuneration

This is a voluntary position. Reasonable expenses as detailed in the Volunteer Expenses Policy will be claimable

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