

Creative Writing Lead Volunteer Role Profile

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| Title: | Creative Writing Lead Volunteer |
| Department: | Wellbeing Services |
| Reports to: | Senior Wellbeing Manager |
| Responsible to: | Senior Wellbeing Manager |
| Aim of role: | To deliver creative writing sessions sited at Longfield |
| Availability & Time commitment: | Up to 3 hours per session (when involved in a group). Groups are planned to be 2 hours long and allows for time before and after the group for handover and de-brief |

Volunteer tasks and activities

* To help welcome attendees at Longfield’s Wellbeing sessions and complete a register to log those who have attended
* To feedback if anyone reports being unable to attend subsequent sessions along with reason (such as medical appointment)
* To participate in the sessions, chatting with attendees as required, being sensitive to their needs, taking lead in the delivery of the session
* To check that there are refreshments available and assist anyone who needs help with accessing them. Following the session, to take responsibility for clearing away and wiping down key touch points of furniture
* To ensure that you are able to direct attendees regarding the best route to access toilets, this may change if there are events on, or if an attendee requires more accessible friendly toilets
* To inform the Wellbeing Team of any concerns or enquiry’s attendees make that they feel unable to respond to.
* To relay any verbal comments/feedback given about events to Wellbeing Team

Person Specification

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|  | Essential  | Desirable |
| Training & Qualifications | * None
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| Skills & personal qualities | * Good listening & communication skills
* Proactive in contribution and assistance of delivery of group topics
* Reasonable level of fitness to be able to be up and about and helping people in and out of chairs
* Able to listen & be alongside people without trying to find solutions or offer advice
* Calm, approachable manner
* Good observational skills
* Have an awareness of own capabilities and a willingness to seek and receive guidance and feedback from Wellbeing team
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| Personal Attributes | * Able to attend occasional Wellbeing Team planning and/or review meetings
* To report any concerns/difficulties encountered to a member of staff
* To advise of any health issues, illness or planned absence that may prevent you attending the Group.
* Willing to complete, or demonstrate evidence of completed mandatory training relevant to the role
 | * Willingness to get involved in other events, for example one-off events to help promote Longfield services
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| Dress code  | * Casual / comfortable clothing and footwear appropriate to the role / weather.
* A volunteer badge must be worn at all times when representing the hospice and adherence to infection, prevention and control measures.
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Selection process

* A completed application form
* Interested applicants will initially have a discussion with a member of the Wellbeing Team, to determine suitability for the role and availability.
* DBS approval.

Mandatory Training Requirements

* Introduction to Longfield (half –day workshop)
* Safeguarding adults (level 1) – e-learning
* Information governance – e-learning
* GDPR awareness – e-learning
* Other training if highlighted for role

Please note: due to the nature of the support we provide and the conversations you may have, we would advise that this position may be unsuitable for:

* Someone who is currently accessing services at Longfield
* Someone currently acting as main carer for someone at the end of life, (or has been in any of these situations in the last 12 months).

25/02/25