

Volunteer Role Description



T.E.D. Community Volunteer

Location: The Community Volunteers will be based in the East Lindsey area, but the exact location is flexible to meet the needs of both the programme and the volunteer, and will depend on the volunteer's mode of transport.

Time Commitment: As much or as little as you can offer.

Responsible to: The T.E.D. Volunteer Co-ordinator.

What's involved?: There is no set role; YOU choose what you would like to be involved with. Whether you pick one element you want to focus on, or want to dabble in everything, the choice is yours.

Current opportunities include the following and develop or change in line with the programme:

Leafleting: Spread the word with our leaflets and tell your community about T.E.D.! Come along to T.E.D. events and tell new members about the opportunities available to them.

Age Friendly Business: Age Friendly Business volunteers help us to assess local businesses that have applied for the award. If you have an eye for detail, this may be for you!

Community Journalist: Become your own community journalist; find out what's going on in your area and send reports to us – your reports may be featured on our website and T.E.D. Times!

Friendship Groups: Get involved with setting up a friendship group in your area! We will support your ideas to become reality and help you to promote it so that everybody knows about it! The Friendship Groups need lots of volunteers with varied skills –there will be a role for you.

Operational and Scrutiny Group: Have a say and represent your community by taking part in this group. Meeting approx. quarterly you will be able to contribute to the discussions relating to the overall activities of the programme.

Evaluation Support: The T.E.D. Programme is part of the Big Lottery's 'Ageing Better' Programme and our progress and achievements are important to their overall National evaluation. Volunteers help members to complete surveys and also assist the Evaluation Officer at events.

Transport and Access: Volunteers assist people to be able to attend by offering a lift where public transport isn't a viable option and also helping with access to meetings where required e.g. pushing a wheelchair or transfer from a mobility vehicle.

Pick and Mix Volunteering: Our partner organisations and other trusted groups may ask us if we can lend a hand with their events etc. This could be anything from helping at a Luncheon Club to assisting people to get online and are often one-off or short term



opportunities. There is a rich variety of offers and you are always completely free to choose if you want to get involved or not.



Skills and experience: No formal qualifications are required for this role. We are looking for someone who:

- Is friendly and approachable.
- Is happy to get stuck in helping out at events.
- Is comfortable speaking to people about T.E.D. and encouraging them to get involved.
- Can represent T.E.D. in their local community in a positive way.
- Can abide by our confidentiality, equal opportunities and health and safety policy whilst volunteering with T.E.D.

Our commitment to you:

- We will involve volunteers in the T.E.D. project at all levels, making sure that the views and experiences of our volunteers help us shape the project.
- We will provide full training, with the opportunity for volunteers to complete further training and build their knowledge, as appropriate for their role.
- We will provide a full induction and ongoing support through our Volunteer Co-ordinator, and our three local Area Co-ordinators.

- We will provide references for future employment and volunteering opportunities, providing you have volunteered with us for at least three months.
- We will reimburse various expenses incurred through volunteering with us.
- We will update our volunteers regularly about how their role has made a difference.
- We will enable and encourage volunteers to meet and socialise regularly.

Volunteer benefits: This is a fantastic opportunity to meet new people, make new friends, get involved in community activities, develop your skills and interests and make a genuine difference to the lives of isolated older people. You will receive full training and on-going support from the T.E.D. team to enable you to carry out your role.

Have any questions? Get in touch with Lynda Clark, the T.E.D. Volunteer Co-ordinator for an informal chat about volunteering with T.E.D..

Email: lynda.clark@communitylincs.com

Direct dial: 01529 301970 (voicemail service when not in office)

Mobile: 07495 008715

