

Volunteer Role Description

Role Title	Coffee Morning Volunteer
Department	Families Team
Reporting to	Gary Hankinson/Patsy Williams
Hours	9.15-11.30 One day per week – Mon to Thursday
Location	The Hub, Cotton Hall, Chester
Purpose/Summary of Role	Engage with residents in an informal, social activity on a regular basis.
Description of Tasks	<ul style="list-style-type: none"> • Attend a briefing with mentors and collect 'coffee morning box' and 'resident list' before starting coffee morning session • Encourage engagement from residents by knocking on doors , West barn, North barn, Dutch barn and studio (use fire roll list) • Set up and run coffee morning session • Keep a register of attendance • Clear up and wipe tables • Pick up bits of food from the floor or vacuum • Put the dishwasher on • Provide feedback to Families Team and hand over the attendance list • Light cooking (Mondays) • Attend Resident Association Group meetings (rota basis) • Commit to at least 6 months volunteering in the role
Skills and abilities/Qualifications	<ul style="list-style-type: none"> • Outgoing, friendly personality with resilience • Enjoy meeting others and chatting • Good listener • Reliable, friendly, trusting • Shows initiative and is a problem solver • Experience of working with challenging families desirable