**VOLUNTEER ROLE DESCRIPTION **

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| Organisation Name: | Cartrefi Cymru |
| Volunteer Role Title: | STAR C.I.C Volunteer |
| Aim of the Volunteer Programme: | To set up a network of volunteers to enable the people we support with learning disabilities in Bridgend to maximise their independence through playing an active part in their communities. |
| Volunteer responsible to: | Volunteer Coordinator |
| Volunteer Role Location: | Brackla Industrial Estate, Bridgend |
| Main Purpose of Volunteer Role: | To help within the community to enable the participants to access Social Enterprise activities to enable them to:   * Fulfil their potential * Develop new skills * Make new friends * Create opportunities * Make choices * Increase self-confidence * Be more independent |
| Types of Volunteering Tasks | * Helping supported people gain working skills through activities * Teaching customer service skills * Teaching reception skills |
| Main Responsibilities of the Volunteer: | 1. Support vulnerable adults in the specified Centre 2. Assist in the activities taking place within the Centre 3. Promote a person centred environment by listening to individuals with sensitivity to their needs 4. Promote new opportunities for the participants through sharing your knowledge and skills 5. Promote independence with the people we support e.g. encourage them to do things for themselves 6. Support other volunteers and work as a team 7. Familiarise yourself with and support Cartrefi Cymru’s ethos, policies and procedures as stated in the Volunteer Induction Handbook 8. Attend mandatory training and any other training deemed to be appropriate 9. Attend supervision and reviews 10. Support health and safety within the Centre by having an awareness of the surrounding environment for yourself, the people we support, staff and other volunteers 11. Promote equality and diversity as specified in the Volunteer Induction Handbook 12. Respect confidentiality at all times 13. Use Cartrefi Cymru’s Safe and Sound System with each visit |