



Aim of volunteering role: to work in Health and Wellbeing Centres to provide support to staff managing the day-to-day service

The objective of the volunteering role is to: assist staff with running computer classes for people attending Health and Wellbeing Centres, including people from the local community

Tasks:

1. To work with staff to identify appropriate users to participate in learning to use public access computers
2. To work with staff to coordinate a time table for users to participate in a one-to-one session
3. To work with staff to gain feedback about the level of support provided to service users and adapt sessions accordingly
4. To work to the agreed data protection and social media policies of the County Council

Time:

Volunteers are welcome to spend as long or as short a time working with us as they wish, as long as it is by arrangement with the Volunteer Coordinator. It is preferred that you commit to a minimum of one session per week

Place of volunteering:

Volunteer supervisor:

Coordinator Health and Wellbeing Centre

Qualities required:

1. Confident and friendly personality
2. Smart appearance
3. Empathy for working with disabled people

Skills required:

1. The ability to work as part of a team
2. The ability to work independently using own initiative
3. An awareness of the needs of older and disabled people
4. Good verbal communication skills
5. The ability to follow and apply safety procedures
6. Specific skills in relation to the use of computers and the ability to transfer knowledge to other people

References:

References from TWO people who have known you for two years or more are required for all volunteers.

Benefits offered:

1. On the job training where necessary;
2. Travelling costs and a free meal if working over the lunch period
3. Full insurance cover.
4. Assistance with completing C.V.'s and application forms
5. Provision of references for future employment

Health and Safety:

You have specific responsibilities under Health and Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your Volunteer Supervisor as soon as practicable, or any member of staff if your supervisor is not available
- You are required to sign a confidentiality agreement prior to taking up your placement with Oxfordshire County Council