

# Members Well-Being Coordinator Role Description

## Volunteering with People to Places

**Based SC House Vanwall Road, Maidenhead.**

Giving your free time to support others is one of the most satisfying and rewarding acts of kindness. Our charity relies daily on the support and dedication from our volunteers and the time they commit to helping others. If you find yourself with some spare time, anything from a couple of hours occasionally to a regular day of the week, and you would like to support your local charity, contact us today!

Expenses can be claimed but must be agreed by a senior member of staff.

## What will you do?

- Work with the Scheduler, Operations Manager and Shopmobility colleagues to identify and monitor individuals that may be vulnerable or who have not used our services recently
- Contact the individual member on a regular basis to ascertain their well-being status
- As appropriate, liaise with family, emergency contact, any known networks or the Local Authority Safeguarding team to support the individual as necessary
- Mileage expenses can be claimed but must be agreed by a senior member of staff

## What's in it for you?

- make a real difference to people's lives
- increase your employability
- work with a range of different people, independently and in a team
- have a positive impact in your community

## What do you need to have?

- Excellent communication skills
- Be able to act with sensitivity, tact and diplomacy
- Good record-keeping and organisational skills
- Good IT skills
- Have a good knowledge of People to Places' Safeguarding Policy

- Be willing to sign People to Places Confidentiality Agreement
- Be willing to undertake an enhanced DBS check organised by People to Places, which will be repeated every 3 years:
- Do you have any convictions, cautions that are not “Protected “as defined by the Rehabilitations of offenders act 1974 (Exceptions Order1975(as amended in 2013)? The amendments to the Exception Order 1975(2013) provide that certain convictions and cautions are “Protected “and are not subject to disclosure. Failure to declare any convictions that are not “protected” may result in an offer of volunteering being withdrawn

## How much time do you need to give?

Ideally the Members Well-being Coordinator would be available to come to the office one day a week, but the hours can be worked flexibly and by prior arrangement.

## Valuing inclusion

Our aim is that our workforce will be truly representative of all sections of society and each employee and volunteer feels respected and able to give of their best.

Selection for employment, promotion, training or any other benefit is on the basis of aptitude and ability. All employees and volunteers are helped and encouraged to develop to their full potential.

People to Places aspire to:

- Create an environment in which individual differences and the contributions of all are recognised and valued
- Promote equality and value diversity in the workplace environment
- Make training, development and progression opportunities available to the workforce
- Ensure that every employee/volunteer is entitled to a working environment that is respectful of individual beliefs

We welcome applications from all areas of the community who would like to join us in our mission to deliver independence and tackle isolation in Windsor and Maidenhead. If you would like to sign up, click [here](#) or visit our [website](#) to find out more about us.

## Contact details

If you are interested in becoming a Members Well-Being Coordinator and would like to discuss next steps and how we can support you please contact Peter Haley, Chief Executive Officer at People to Places via email [PHaley@people2places.org.uk](mailto:PHaley@people2places.org.uk)