

## **Volunteer Role Description**

**Title:** Social Group Assistant

**Responsible to:** Group Facilitators

**Expected Commitment:** Flexible hours. Groups usually run once or twice a month.

**Location:** Various venues in Leicester City, County and Rutland

### **About Us:**

Vista changes lives. We are the leading charity working with children and adults with sight loss in Leicester, Leicestershire and Rutland.

We are passionate about providing the very best services; in hospitals, at home, in residential care and in the community. Whether someone is newly diagnosed or has lived their whole life with reduced sight, Vista's specialist staff provide a vital lifeline to over 6,000 local people each year.

### **Primary Objectives:**

To assist the group facilitator in providing friendship, support and encouragement to people living with sight loss.

### **Responsibilities:**

- To help create a warm, friendly and welcoming atmosphere
- To make and serve early morning refreshments, laying tables, serving meals and helping to clear away afterwards
- To socialise with members of the group, taking part in activities as necessary

- To perform some guiding such as to and from transport as required
- To be reliable and have a genuine desire to make a difference to the lives of visually impaired people.

### **Qualities and skills we are looking for:**

- Good people and communication skills
- Enjoys meeting new people
- Good team player.

### **Support provided for you:**

- Visual Impairment Awareness training will be provided and take place at Vista
- Regular newsletters, updates and news from the Group Facilitators and/or Volunteer Manager at Vista
- Other training as identified
- Reimbursement of out of pocket expenses such as mileage or public transport costs.

### **We hope that by becoming a volunteer you:**

- Increase your own self confidence
- Meet new and interesting people
- Learn new skills that could be helpful for future employment opportunities or further learning.

### **Health & Safety:**

All volunteers will be expected to:

- Ensure that they comply with Vista's Health & Safety policy at all times
- Take reasonable care for the Health & Safety of themselves and others whom may be affected by their acts or omissions whilst volunteering.

## **Equality, Diversity and Rights:**

Vista is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to ensure that staff and volunteers employed by Vista treat every person with dignity, respect and fairness.

**This volunteering opportunity is subject to a DBS check and sets out the duties of the role at the time when it was drawn up. Such duties may vary from time to time without changing the general climate or level of responsibility entailed.**

## **Next steps:**

If you are interested in applying, the next step is to complete our volunteer application form. Please download our application form and return to **Vista House, 1A Salisbury Road, Leicester, LE1 7QR**, or email **volunteering@vistablind.org.uk**. Alternatively, to request a form please email **volunteering@vistablind.org.uk** or call **0116 249 8843** to have one posted.