



## **Role Description: Activities Group Volunteer**

**Purpose:** Our Activities Group provides brain injury survivors with an opportunity for peer support; to increase social networks, to reduce isolation and regain confidence through exercising and being outdoors.

**Main tasks:** Tasks for this role include:

- welcoming service users and sitting down with them; giving them some one-to-one time or encouraging group interaction during the session
- stimulating and motivating people to engage in the activity that week/month
- providing a listening ear

### **Cycling**

- providing cycle support to a group of cyclists
- assisting with keeping the group together, responding to group needs and puncture repair

### **Walking**

- providing assistance to a group of walkers led by a member of Headway Cardiff staff
- assisting with keeping the group together and responding to group needs and pace

You have the right to refuse to do any tasks that you consider to be unrealistic; outside the scope of the role or that you feel you do not have the skills to do.

**Location:** Pedal Power, Pontcanna Fields

**Commitment:** Tuesdays 10.45am – 12pm (weekly)

**Working with:** Volunteer Co-ordinator, Information & Outreach Officers and other volunteers

**Training and Support:** All volunteers will be given a thorough induction into the organisation. Activities Group Volunteers are also asked to undertake Cycle Support Training held at Pedal Power

**Travel:** We pay travel expenses for car mileage and public transport up to £4.50



### **Personal requirements:**

- An experienced, competent cyclist
- Ability to give clear instructions and be observant of surroundings
- Basic level of physical fitness
- Excellent listening skills, sensitivity and empathy
- Clear communication skills
- Friendly and approachable
- Reliable, committed and flexible
- A sense of humour, positive outlook and enthusiasm
- The ability to work within a team
- The ability to work independently and show initiative
- A non-judgemental attitude
- Confidence in working with people

**Note:** Headway continues its efforts to promote the use of cycle helmets, and campaigns to make it compulsory for children under the age of 16 to wear helmets while cycling – with this campaign in mind it'll be compulsory for **ALL** group members, staff & volunteers to wear a cycle helmet when attending the Activities group for cycling. Please also remember that it's really important to wear comfortable/appropriate clothing and footwear for the activities.

### **Benefits offered:**

- an opportunity to learn new skills and develop confidence
- an opportunity to socialise while doing something worthwhile
- something positive to put on your CV
- Millennium Volunteering programme (14 – 25 year olds)
- will be able to provide references for successful volunteers who have volunteered with us for a minimum of 6 months and have 80% attendance
- we will provide a training programme that helps you feel supported and confident in carrying out your individual tasks
- encourage you to identify your own learning needs and select appropriate learning methods in your supervision sessions
- provide you with an opportunity to speak privately to managers with any concerns
- provide you with an opportunity to make suggestions and complaints
- provide you with adequate insurance while you are with us