



THE CARERS CENTRE OF BRIGHTON AND HOVE VOLUNTEER ROLE DESCRIPTION

Based at: Various locations throughout the city of Brighton and Hove

Managed by: Volunteer Co-ordinator

Hours: Flexible

Tasks: The following is a list of the most frequent and likely tasks to be undertaken in this role. Other miscellaneous tasks may also be necessary from time to time:

- Meeting a carer on a regular basis over a period of up to ten weeks
- Supporting a carer, over that period to achieve a pre-agreed goal.
- Meeting with the carer and the Volunteer Co-ordinator beforehand to plan how to achieve that goal and how to fulfil and implement the goal plan as previously agreed.
- Keeping in frequent contact with the Volunteer Co-ordinator to discuss progress.
- Keeping information disclosed by the carer confidential, except where there are safeguarding issues, where the Volunteer Co-ordinator may be informed.
- Keeping within boundaries of the role with regards to friendship or giving advice

General

- Working in accordance with the values, policies and procedures of the Carers Centre, especially Safeguarding, Confidentiality, Equal Opportunities and Health and Safety.
- Attending training and other meetings when necessary.