



Volunteer Role Description

DEPUTY GROUP LEADER - PM

About get2getherlocally CIC

Get2getherlocally CIC is the umbrella brand for various community activities, principally Hilary's Hut, a free over 45's social meet up group to combat loneliness in the community. The aim of G2GL is to provide information and opportunities to combat loneliness by providing activities to 'get together locally' and make friendships for positive mental and physical health. A key value of G2GL is that all activities are provided free of charge (or at a subsidised rate/ donation) as loneliness is not to be profited from. It is also important that all community members have an opportunity hear about and ability to come to Hilary's Hut without discrimination.

We are hoping to launch a second 'Hilary's Hut' every third Wednesday of the month at Christ Church Hall 2-4pm.

This is an exciting role with a real opportunity to make a difference and join a fun and friendly Team.

We are expanding due to Member requests and demand. There are opportunities to learn from the existing Morning Team and be involved from the launch which we hope to be from the Summer 2024.

Role Title	DEPUTY GROUP LEADER (Ref: G2GLDGL - PM)
Location	Christ Church Hall, Kenilworth Gardens, Staines, TW18 1DR
Time Agreed	Every third Wednesday of the month 1-5 pm We have 4 monthly Volunteer Meetings on a Saturday afternoon 2-4pm in Staines you will be invited to attend and a Christmas Get2gether.
Purpose	To assist the Group Leader and deputise for the Group Leader of Hilary's Hut in cases of absence.
Tasks to include	To support the Group Leader. To deputise for the Group Leader when absent to support the Volunteer Team on the afternoon as the main point of contact for any concerns or queries on the day. Set up and breakdown the activities including tables and chairs.



	<p>Liaise with any Special Guest or visiting Community Representative.</p> <p>Set up the projector and make the Announcements such as H&S eg Emergency Exits/Toilets, 'Coming Up' eg Chair Aerobics/Talk and Quiz Answers /Prizes as required.</p> <p>Welcome and support Members on arrival and throughout.</p> <p>Ensuring Health and Safety and be the First Aider (training provided).</p> <p>Ensure confidentiality at all times.</p> <p>Ability to deputise for other Volunteer Team Members as required.</p> <p>TRAINING WILL BE GIVEN</p> <p>There is opportunity to also deputise the Weds AM Hilary's Hut with potential to develop as a Group Leader which would involve leading the Volunteer Meetings and organising the monthly themes.</p>
<p>Personal Attributes</p>	<p>A background in leading a group would be ideal or willingness to learn from having been involved in previous community work or Team.</p> <p>A confident communicator with a friendly all-inclusive nature.</p> <p>Able to make quick decisions and multi task.</p> <p>Supportive to all Volunteers.</p> <p>Availability every third Wednesday morning of the month between 1-5pm.</p> <p>Physically able to set up tables and chairs and help Members with any mobility aids.</p> <p>A DBS will be required as well as a visit to Hilary's Hut to meet the Team and an interview by the Management Committee.</p> <p>A commitment to confidentiality and committed to fully supporting the aims of Hilary's Hut.</p>



	<p>All Volunteers are strongly encouraged to undertake any training relevant to their role and that would be supported by G2GL as First Aid Qualifications.</p> <p>All relevant expenses would be reimbursed upon receipt agreed in advance.</p>
Reporting to	Group Leader – Hilary’s Hut
Beyond the job description	<p>Providing transport to members or care outside of Hilary’s Hut</p> <p>This is a safe space so strong personal views on topics that maybe sensitive to others should be avoided.</p>

For more information on this role please visit www.get2getherlocally.org, email info@get2getherlocally.org or call Nichola Cornes on 07980 204628.

We are a fun and friendly team 😊 Come and join us!