



## Community Volunteer - Role Description

- Where:** Cheshire East and the surrounding areas
- When:** Volunteers are required for various community events throughout the week and weekends on an ad hoc basis.
- Other info:** Disclosure and Barring Service (DBS) is a requirement; we will process and pay for this. Pre-approved expenses paid for travel and refreshments.
- To be aged 18+ for insurance purposes.

Time Out Group is a friendly community charity providing opportunities for adults with learning disabilities and autistic people. We help our members gain independence, make friends, improve their mental and physical health, and get involved in their local community through various activities.

### 1. Outline of role

As a Community Volunteer, you will support the staff team and members at a variety of community events in and around Cheshire East. All sessions are led by our experienced team who will be present throughout the activity/ event.

### 2. Tasks

- Being courteous, friendly, and professional always
- Having conversations and listening to other people
- Giving the public information on what we do and offer as a charity (full training given)
- Support our community fundraising at events and activities
- To contact us at Time Out Group if you have any questions or concerns
- Let us know, as soon as possible, if you can no longer volunteer on the day
- Feeding back any Safeguarding concerns to us as soon as possible
- Completing accurate expense claims, submitted regularly. Assistance is available if required

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Time Out Group, 25 The Paddock, Handforth, SK9 3HQ | Charity number: 1161863



### 3. Supervision and Training

- Volunteers are always supported by a member of staff while volunteering
- Full training will be given to support your knowledge of the charity
- Volunteers are encouraged to complete suitable training opportunities as they arise, including Safeguarding and First Aid

### 4. Skills

We are looking for volunteers who have a friendly, welcoming approach, can engage with people of all ages and abilities are reliable, and display honesty and integrity.

- Ideally confident in engaging with others in an open and friendly manner
- A calm and patient attitude
- Good verbal communication and listening skills
- It would be advantageous to be a driver and have access to transport

**To apply for this role, please complete the Volunteer Application form. Appointment to this role is dependent upon the receipt of two satisfactory references and a DBS certificate.**

For more information and an application form, please contact:  
[admin@timeoutgroup.org.uk](mailto:admin@timeoutgroup.org.uk)

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