

**Volunteer Role: LGBT Age Glasgow Social Programme Volunteer**

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| **Support Person** | *Jean Monaghan, Social Programme Development Worker* |
| **Role Purpose** | LGBT Health and Wellbeing aims to offer community members safe and inclusive spaces for LGBT people aged 50 and over in which to have fun, meet with others and get involved in activities that promote health and wellbeing.With staff and volunteer support, you will assist in supporting the sessional worker to deliver a new monthly social event which will be during the daytime. The social events will be called:**LGBT Age Goes to Town:** * Will meet from 2-4pm on the second Tuesday of each month
* Will meet in a different venue each month across Glasgow – publicised in Virtual Hug
* LGBT Age will pay for community members first cup of tea or coffee
* All community members over 50 years are welcome to join us
* No advance registration or sign-up required.
* These meet- ups will observe LGBT Health and Wellbeing’s Safe Space Policy

The role requires enthusiasm, energy, initiative and an interest in making the social event feel welcoming, accessible, sociable and fun for older lesbian, gay, bisexual and transgender people, including those who are particularly marginalised and vulnerable.  |
| **Specific Tasks** | * Help plan and promote each event coordinated by the Social Programme Development Worker (Jean) and LGBT Age sessional worker (Lynda) who will be leading at the social events on the 2nd Tuesday of the month.
* Ensure there are tables and chairs available in the cafes where the group will meet.
* Welcome new people.
* Talk to people and help them feel comfortable and welcome.
* Promote other LGBT Health and Wellbeing activities and services.
* Alert staff to any concerns.
* Uphold safe space.
* Take responsibility for performing role in professional and safe way.
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| **Skills and Qualities Needed** | * Out-of-hours availability (evenings and/or weekends) to attend training events.
* Education/Training
	+ Numerate and literate
* Experience
	+ Previous experience of organising events an advantage
	+ Previous experience of promoting events and creating publicity materials
* Knowledge and Technical Skills
	+ Good computer skills, including creating publicity documents (e.g. Microsoft Publisher)
	+ Broad range of ideas for events, suitable for older members of LGBT community
	+ Good research skills
	+ Knowledge and awareness of issues affecting LGBT community
* Personal Skills
	+ Reliability
	+ Ability to work under pressure, to a deadline
	+ Enthusiasm and commitment to creating and delivering a varied, successful and exciting events programme
	+ Good communication skills, both verbally and in writing
	+ Ability to work as part of a team as well as using own initiative
	+ Confidence to approach and persuade people to become involved and contribute their skills to sessions
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| **Commitment** | *Approx. 3 hours each month, but this varies depending on availability* |
| **Support and Training** | * All volunteers are required to attend a 3-hour Induction Training course around the policies and ethos of the organisation and working with our clients
* Volunteers will be given ongoing individual support and 1:1 Support and Supervision from a named staff member approx. every 6 months
* Outside these meetings any issues of concern should be raised with your named person or Service Manager
* Ongoing training opportunities around relevant issues will be offered
* Reimbursement for public transport costs to and from events
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| **Expectations of Volunteers**  | 1. Willingness to abide by LGBT Health and Wellbeing’s Policies
2. Willingness to use support systems
3. Commitment to attend on-going support meetings and training
4. Punctuality
5. Reliability in communication, especially to provide advance notice if unable to attend an event or meeting
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| **Location of volunteering** | Events will take place across Glasgow. |