

Valleys Steps Camau'r Cymoedd



Role Description and Personal Profile

Role Title: Course Support Volunteer

Hours: Flexible Day/ Evening hours available. Must be able to commit to attending a full course i.e regular 2 hours per week times over a 6 week period.

Responsible to: Service Manager/Lead Practitioner

Location: Venues across RCT and Merthyr

Role Purpose: To assist in facilitating Large Wellbeing courses in Mindfulness and Stress Control.

Responsibilities and Main Tasks

To attend Wellbeing courses - Stress Control and Mindfulness assisting the practitioner leading the course, as detailed below;

- To assist in the setting up of equipment and distribution of any course materials.
- To welcome and assist people to ensure they feel welcome and safe, especially people attending on their own.
- To have an awareness of health and safety requirements and assist in maintaining these standards (training provided).
- To assist in the setting up of the room - to potentially include where required, moving tables and chairs.
- To set up any signs around the venue.
- To meet and greet participants, to encourage them to fill in any registers and forms and explain the purpose of this.
- To remain present for the session and to be available throughout to assist participants in answering any queries or concerns.
- To assist the Presenter of the course in any exercises.
- To be responsible for heating and lighting considerations, liaising with any venue staff as required.
- To be able to manage any unexpected incidents. E.g participant illness

- To use first aid if necessary (training provided) or provide general advice or signposting.
- To capture formal and informal feedback.
- To pass on any concerns to the Course Practitioner

Obligations

- To further Valleys Steps vision, values and principles
- To work within Valleys Steps policies, operational policies and processes
- To develop and maintain a good relationship with others
- To work within your agreed role.

Duties

- To represent Valleys Steps, including dressing and behaving appropriately and in a professional and polite manner at all times.
- To be flexible and undertake other related duties through discussion and agreement.
- To participate relevant meeting and supervision sessions.
- To pass on any concerns to the Practitioner leading the course in the first instance or to Valleys Steps Lead Practitioner or Service Manager if appropriate.

What you can expect from the Organisation;

- Training as appropriate for the role
- Work experience in the Organisation.
- To gain knowledge about low intensity psychological interventions
- Travel Expenses
- Being part of enhancing a wellbeing service.
- Your views and feedback valued.
- Invitations to key organisational events

Person Profile

Communication

Able to :

Engage with a range of people

Work well as part of a team

Form good relationships with members of your team and wider organisations

Respond to queries politely and within the limits of your role

Attitude

Able to:

Understand diversity

Accept others

Committed to:

Treating people with respect

Developing your own skills

Attending agreed courses weekly so as to provide a consistent presence for attendees

Emotional intelligence

Able to:

Manage your emotions and behaviour

Respond calmly to unexpected situations

Knowledge

Some understanding of common mental health problems

Role Description and Personal Profile

Role Title: Office Support Volunteer

Hours: Flexible Day hours available

Responsible to: Office Coordinator

Location: Ty Antur, Navigation Park, Abercynon, CF45 4SN

Role Purpose: To assist in the administrative tasks involved in facilitating Large Wellbeing courses in Mindfulness and Stress Control

Responsibilities and Main Tasks

- Photocopying course materials, including questionnaires and direction signs
- To assist with the input data collected at the courses, including course feedback forms, wellbeing questionnaires, postcode record sheets and attendance numbers.
- To assist with the design/creation and suitability of promotional material where appropriate.
- To assist with the distribution of promotional material where able.
- Keeping up to date with upcoming community activities
- To assist in any other tasks as deemed fit by the Volunteer Coordinator

Obligations

- To further Valleys Steps vision, values and principles
- To work within Valleys Steps policies, operational policies and processes
- To develop and maintain a good relationship with others
- To work within your agreed role

Duties

- To represent Valleys Steps, including dressing and behaving appropriately and in a professional and polite manner at all times
- To be flexible and undertake other related duties through discussion and agreement
- To participate in relevant meetings and supervision sessions
- To pass on any concerns to the Valleys Steps Office Coordinator or Service Manager if appropriate

What you can expect from the Organisation;

- Training as appropriate for the role
- Work experience in the Organisation
- To gain knowledge about low intensity psychological interventions
- Travel expenses
- Being part of enhancing a wellbeing service
- Your views and feedback valued
- Invitations to key organisational events

Person Profile

Communication

Able to :

Work well as part of a team

Form good relationships with members of your team and wider organisations

Respond to queries politely and within the limits of your role

Attitude

Able to:

Understand diversity

Accept others

Committed to:

Treating people with respect

Developing your own skills

Emotional intelligence

Able to:

Manage your emotions and behaviour

Respond calmly to unexpected situations

Knowledge

Basic IT skills

Be willing to learn new skills in an office environment