

## Volunteer Role Description: Wellbeing Boxes Volunteer

**Project details** - Networks of support of family, friends, neighbours and community members, are the foundation of what matters most to those undergoing experiences of care-giving, ill health, death and bereavement. ACE Compassionate Communities project will make and deliver Wellbeing Boxes to people living in Ely, Caerau, Canton and Riverside and who are:

- affected by cancer
- bereaved
- living alone
- approaching the end of their life
- caring for someone approaching the end of their life
- being discharged from hospital

This will enable ACE to:

1. Enhance support and compassion available to people experiencing isolation, loneliness or disconnection from the local community due to illness, caring responsibilities, approaching end of life and/or bereavement.
2. Identify and understand unmet community needs in order to facilitate and explore community responses to these and where appropriate, ACE will facilitate the co-creation of new opportunities.
3. Initiate conversations centred on death, dying and bereavement with people who live and work in the communities. In doing so, we hope people will feel more able to communicate what matters most to them in life and when planning for their death.

Wellbeing boxes/bags will include small handmade gifts, a Kindness Card, information about support and opportunities available through ACE and additional treats & goodies.

**Volunteer Role** – Wellbeing Boxes Volunteer

**Project Lead** – Kimberley Jones

**Venue** – ACE - Dusty Forge

**Time** – One afternoon a week with potential to increase to two afternoons a week

### Desired Skills

- Good communication skills
- Ability to make connections with local businesses and encourage regular donations
- Ability to use social media to encourage regular donations
- Good time management and organisational skills

**DBS not required**

## **Volunteer responsibilities:**

- Lead donation drive to enable community members and local businesses to donate to the Wellbeing Boxes (please note that ACE also has other methods of collecting donations so the volunteer will not be solely responsible for this).
- Support the collection and storage of donated goods at Dusty Forge, in line with Covid risk assessments (training provided)
- Pack up to 10 Wellbeing Boxes a week for delivery to community members living in Ely, Caerau, Canton and Riverside, in line with Covid risk assessments (training provided)
- Help to collect information from community members to help shape the Wellbeing Boxes
- Understand and abide by ACE's policies and procedures

## **Project lead responsibilities:**

- Work with volunteers to create bespoke opportunities that respond to the gifts, needs and aspirations of the volunteers
- Provide training for specific aspects
- Manage and supervise volunteers
- Responsible for overall health and safety and providing appropriate risk assessments and training
- Ensuring the volunteer has space and the resources to complete their role

## **I understand my responsibilities in the light of this role description:**

Volunteer Name: ..... Signed: ..... Date: .....