

Volunteer Role Description: Compassionate Driving 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, approaching the end of life, death and bereavement. ACE Compassionate Communities project will provide practical support to people living in Ely, Caerau, Canton and Riverside and who are:

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

Deliveries will include:

- Prescriptions (subject to DBS check and additional training)
- Food shopping
- Wellbeing Boxes (includes small handmade gifts, a Kindness Card, information about support and opportunities available through ACE and additional treats & goodies.)

Volunteer Role: Compassionate Communities Driving Volunteer

Project Lead: Kimberley Jones & Taela-Mae Davies (07703495790)

Venue: ACE - Dusty Forge

Time: One afternoon a week and/or ad hoc deliveries throughout the week (agreed on a weekly basis via Whatsapp Group)

Volunteers will gain:

- Appropriate and bespoke role training including training on compassionate conversations and health and safety
- Full access to regular supervision sessions from one of the project leads
- Full access to a monthly peer support group with all Compassionate project volunteers and ACE staff
- Fuel compensation for miles undertaken while volunteering
- Time Credits (up to 5 per week)

Desired Skills

- Clean driver's licence and business insurance
- Ability to communicate sensitively with community members and staff
- Good listening skills
- Good time management and organisational skills

As you will have access to confidential information, you'll be asked to sign a confidentiality agreement. We will also provide you with data protection training. As this role involves working regularly and directly with vulnerable adults, volunteers are required to undergo a DBS check.

Volunteer responsibilities:

- Delivery of up to 10 Wellbeing Boxes a week to community members living in Ely, Caerau, Canton and Riverside on a set day **OR**
- Ad hoc deliveries as and when required by community members -- this will be communicated through Whatsapp and shared between a number of volunteers and staff members
- Give people the opportunity to talk about their feelings, offering them support through empathy and a listening ear, as part of the delivery service
- Help to collect information from community members to help monitor impact
- Maintain own vehicle, ensuring clean driving licence and insurance for business use
- Inform ACE before carrying out any volunteering if the above changes
- 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 delivery aspects
- Ensure that all volunteers understand and abide by ACE's policies and procedures
- Manage and supervise volunteers
- Responsible for safeguarding and overall health and safety
- Management of referrals and creation of delivery route
- Management of Whatsapp group

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

Volunteer Name: Signed: Date: