

<b>Position title</b>	<b>Coffee Morning Facilitator</b>
<b>Location</b>	Castlenau Library
<b>Responsible to</b>	Library Supervisor/Volunteer Coordinator
<b>Role summary</b>	<p>The Castlenau Coffee Morning will be a casual drop-in session aimed at older people in the borough starting in 2019. Volunteers will have one-to-one conversations with participants and serve basic refreshments.</p> <p>The aim of the group is to <u>encourage social interaction</u>, reduce isolation, and generally improve the wellbeing of the attendees.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Setting up the space, preparing basic refreshments (biscuits, tea and coffee will be provided by the library service) and welcoming attendees</li> <li>• Creating an inclusive and inviting environment in which everyone is inspired to speak and listen</li> <li>• Engaging with the attendees and ensuring they feel welcome, listened to, and respected.</li> </ul>
<b>Skills/abilities/knowledge required</b>	<ul style="list-style-type: none"> <li>• Good listening, communication and interpersonal skills.</li> <li>• A sensitive and empathetic nature</li> <li>• A good command of spoken English and the ability to engage others in discussions</li> <li>• An interest and enthusiasm in working with older people</li> <li>• Self-sufficient and can work independently, but feel confident to ask questions should the need arise.</li> </ul>
<b>Training</b>	An induction and support for the role will be given by LBRUT Library Service.
<b>Time requirement</b>	<ul style="list-style-type: none"> <li>• Sessions usually run for 1 hour and 15 minutes. You will be requested to arrive up to 15 minutes before the start to help set-up, and leave up to 15 minutes after the session to help clear up.</li> <li>• Sessions will run on the 1<sup>st</sup> Wednesday of the month from 10.45am – 12pm.</li> </ul>
<b>Length of commitment</b>	Minimum 6 month commitment.

