



**Ward Activities Volunteer** (Internal Category C/D)

Role Description	
<b>Purpose</b>	Socialise and engage in activities with ward based service users
<b>Responsible To</b>	Local Supervisor (Likely Ward Activity Co-ordinator if available) and Nurse in Charge during session
<b>Main Activities/ Tasks</b>	<ul style="list-style-type: none"> <li>• Develop and assist staff with a range of activities. Examples of what this could include: social activities (board games, film club, bingo) physical activities (yoga, dancing) and creative (music, art, craft)</li> <li>• Build rapport with service users</li> <li>• Help prevent service users from becoming isolated and encourage them to take part in activities</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To follow all Trust Policies and Procedures – Volunteers will undergo an Induction that will provide the necessary information</li> </ul>
Qualities, Skills, and Experiences	
<b>Required</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Flexible and reliable</li> <li>• Able to build a rapport with others</li> <li>• Willing to undergo a full DBS check</li> <li>• Willing to undergo training</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Any artistic, musical or creative skills</li> <li>• Any other specialist activity skills</li> <li>• If assisting with physical activity a relevant qualification</li> <li>• Experience of planning and leading activities</li> <li>• Knowledge of mental health services</li> </ul>
Training Provided by AWP	
<b>Mandatory</b> (completed online pre first day )	<ul style="list-style-type: none"> <li>• Trust Induction</li> <li>• Equality &amp; Diversity</li> <li>• Fire</li> <li>• Food Safety Awareness</li> <li>• Health &amp; Safety</li> <li>• Infection Prevention</li> <li>• Information Governance</li> <li>• Manual Handling</li> <li>• Conflict Resolution</li> <li>• Fraud Awareness</li> <li>• Safeguarding Adults &amp; Children</li> <li>• Local Site Induction</li> </ul>
<b>Further</b>	<ul style="list-style-type: none"> <li>• Safewards (when available online in April 2020)</li> </ul>





**Admin Support Volunteer** (Internal Category D/E)

Role Description	
<b>Purpose</b>	Provide non-clinical administrative support to AWP staff on site.
<b>Responsible To</b>	Local Supervisor (Likely Ward Clerk, Ward Manager) and senior staff member during session
<b>Main Activities/ Tasks</b>	<ul style="list-style-type: none"> <li>To assist with a range of administrative work on site</li> <li>Other office/ward administrative tasks as required including photocopying, notice board updates, leaflet/information point replenishment, post.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>To follow all Trust Policies and Procedures – Volunteers will undergo an Induction that will provide the necessary information</li> <li>Room for further responsibilities based on previous experience.</li> </ul>
Qualities, Skills, and Experiences	
<b>Required</b>	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Flexible and reliable</li> <li>Polite manner</li> <li>Willing to undergo a full DBS check</li> <li>Willing to undergo training</li> <li>Familiar with using Microsoft Office and computers</li> <li>Familiar with Data Protection and GDPR Principles</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Knowledge of an office environment</li> <li>Knowledge of mental health services</li> <li>Experience administration</li> </ul>
Training Provided by AWP	
<b>Mandatory</b>  (completed online pre first day )	<ul style="list-style-type: none"> <li>Trust Induction</li> <li>Equality &amp; Diversity</li> <li>Fire</li> <li>Health &amp; Safety</li> <li>Infection Prevention</li> <li>Information Governance</li> <li>Manual Handling</li> <li>Conflict Resolution</li> <li>Fraud Awareness</li> <li>Safeguarding Adults &amp; Children</li> <li>Local Site Induction</li> </ul>
<b>Further</b>	<ul style="list-style-type: none"> <li>Safewards (when available online in April 2020)</li> </ul>





**Cleaning Volunteer** (Internal Category D/F)

**Role Description**

<b>Purpose</b>	Provide cleaning services in AWP sites supporting existing hospitality staff.
<b>Responsible To</b>	Local Supervisor and senior staff member or Nurse during session/Domestic Hospitality Staff
<b>Main Activities/ Tasks</b>	<ul style="list-style-type: none"> <li>To have clean areas as directed by buddy domestic staff</li> <li>Support AWP staff</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>To follow all Trust Policies and Procedures – Volunteers will undergo an Induction that will provide the necessary information</li> </ul>

**Qualities, Skills, and Experiences**

<b>Required</b>	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Flexible and reliable</li> <li>Polite manner</li> <li>Willing to undergo a full DBS check</li> <li>Willing to undergo training</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Knowledge of mental health services</li> <li>Previous experience of sanitation or cleaning in a workplace environment</li> </ul>

**Training Provided by AWP**

<b>Mandatory</b> (completed online pre first day )	<ul style="list-style-type: none"> <li>Trust Induction</li> <li>Equality &amp; Diversity</li> <li>Fire</li> <li>Health &amp; Safety</li> <li>Infection Prevention</li> <li>Information Governance</li> <li>Manual Handling</li> <li>Conflict Resolution</li> <li>Fraud Awareness</li> <li>Safeguarding Adults &amp; Children</li> <li>Local Site Induction</li> </ul>
<b>Further</b>	<ul style="list-style-type: none"> <li>Safewards (when available online in April 2020)</li> </ul>





**Specialist Volunteer** (Internal Category C /D)

**Role Description**

<b>Purpose</b>	Provide specialist skills that do not fit under other volunteer roles to support staff.
<b>Responsible To</b>	Local Supervisor and senior staff member or Nurse during session.
<b>Main Activities/ Tasks</b>	<ul style="list-style-type: none"> <li>Support AWP staff by providing service or leading a session.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>To follow all Trust Policies and Procedures – Volunteers will undergo an Induction that will provide the necessary information</li> </ul>

**Qualities, Skills, and Experiences**

<b>Required</b>	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Flexible and reliable</li> <li>Polite manner</li> <li>Willing to undergo a full DBS check</li> <li>Willing to undergo training</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Knowledge of mental health services</li> <li>Previous experience of a leadership role</li> <li>Current relevant qualification to skill</li> </ul>

**Training Provided by AWP**

<b>Mandatory</b>  (completed online pre first day )	<ul style="list-style-type: none"> <li>Trust Induction</li> <li>Equality &amp; Diversity</li> <li>Fire</li> <li>Health &amp; Safety</li> <li>Infection Prevention</li> <li>Information Governance</li> <li>Manual Handling</li> <li>Conflict Resolution</li> <li>Fraud Awareness</li> <li>Safeguarding Adults &amp; Children</li> <li>Local Site Induction</li> </ul>
<b>Further</b>	<ul style="list-style-type: none"> <li>Safewards (when available online in April 2020)</li> </ul>

