Volunteer Title: Whiteley Friend Co- ordinator	Reports To: Volunteer Department
Last Updated: March 2017	Interested email: susan.lewin@whiteley village.org.uk

Whiteley Village, near Walton on Thames, is set in 225 acres of beautiful Surrey woodland. The Village provides homes to nearly 500 older people of limited means and is managed by The Whiteley Homes Trust (registered charity 1103056).

General Responsibilities:

The Whiteley Friend Co-ordinator offers, reliable and supportive advice to Whiteley Village Friends. Ensuring that the programme runs smoothly, providing feedback to the volunteer department and support to befrienders.

Key Duties:

- To prepare monthly Whiteley Friend correspondence
- To attend monthly Café Society and help run the gathering
- To check in with new Whiteley Friends by telephone
- To help the Volunteer Department administer the Whiteley Friends Scheme by inviting to training etc.
- To keep the Whiteley Friends mailing list up to date and administer special touches like send Christmas Cards, thank yous etc.
- To have monthly meetings with Volunteer Co-ordinator to update on progress, issues and concerns
- To understand how and when to initiate help for Whiteley Friends

Essential Skills:

- Good organizational skills
- Good listening skills
- Pro – active
- Desire to ensure Whiteley Village is one of the best places to age in Britain

Desired Attributes:

- Friendly and approachable
- Desire to work with people
- Sense of humour

Rewards:

- Opportunity to develop new skills and meet new people
- The knowledge you are making a significant difference to a resident of Whiteley Village
- Whiteley Village can provide a reference to prospective employers
- Invitation to volunteer appreciation events

Volunteer Hours:

This position is of a voluntary nature and your availability for undertaking the role will be agreed in advance with your supervisor. It will probably comprise an ongoing monthly commitment of @6-8 hours.