Community Action Project
Age UK
Community Action Partner
Age UK Runnymede and Spelthorne

Aim: Age UK Runnymede and Spelthorne is an independent and constituted charity and is dedicated to improving the lives of older people and helping them to live independently and remain in their homes as long as they are able to and wish to do so. They give information and practical support to older people and their carers, as well as organising leisure and community activities and are committed to involving a diverse range of local people in their work in both volunteering and community activity. They help older people overcome social isolation and loneliness and live their lives to the full.

Role:
- **Link-Up Befriending Scheme** - The majority of the clients on this scheme are able to leave their homes but do not do so due to various reasons. Volunteers visit the client for a cup of tea and a chat and provide vital social contact.
- **Clubs/Coffee Mornings/Tea Dances** - They have volunteer drivers who drive the specially adapted mini buses providing transport to clubs and volunteer help is always needed at the clubs i.e. making tea/coffee etc.
- **Office** - Volunteers are needed to help in the office with day-to-day administration such as answering the phone, helping with mail shots etc.
- **Gardening** - Clients who are unable to maintain their gardens find this very upsetting so volunteer help with gardens is greatly appreciated.
- **Coffee Shop** – Volunteers are needed to help out in an Age UK coffee shop in Stanwell. You would provide assistance with the general running of the coffee shop such as preparing and serving food, dishwashing, helping customers etc.
- **Personal Shopper** – Volunteers are needed to do regular shopping for an older person or support an older person in going shopping. This will either require collecting grocery shopping for an older person on a regular basis (weekly or fortnightly) or escorting older people to and from the shops and helping them choose their items.

Training: Volunteers are given an Induction Meeting and are issued with an identification badge and given a volunteer handbook which contains above information and 24 hour emergency contact numbers and procedures. Training such as Vulnerable Adults Training, Moving and Handling Courses, First Aid and anything that help the volunteer in their role is offered on an ongoing basis. Regular volunteer meetings are held and regular Volunteer Newsletters are issued. Coffee Shop volunteers will have food hygiene training.

Location: Runnymede and Spelthorne Boroughs. The coffee shop is in Stanwell, and does not have a direct bus route so volunteers with a car may find it easier to travel to.

Times: Link-Up Befriending: anytime, evenings or weekends. Clubs/Coffee Mornings/Tea Dances: various times. Office: anytime during office hours 9am-5pm Monday to Friday. Times are weekly, fortnightly or monthly as agreed with community partner. Coffee Shop volunteers will need to agree times with the Partner; the shop is open Monday-Friday.

All project volunteers must be registered as Community Action Volunteers.
**DBS:** A DBS disclosure will be required via the Community Partner.

**Other:** Travel costs reimbursed and project is accessible. Volunteer drivers - 21 years plus.

**Application:** All volunteers must be [registered](#) as Community Action volunteers.