

Community Group Volunteer Facilitator role description

Role title	Community Group Volunteer Facilitator
Reporting to	Programme Lead
Time Commitment	Monthly up to 10 hours. We would ask for a minimum commitment of 12 months for this role.
Purpose of the role	Under the supervision and guidance of the programme lead you will be asked to organise the running of a monthly in person group IHF stroke community group. The goal of these groups is to reduce social isolation, encourage peer support from members that will help develop confidence and self-esteem and encourage social inclusion. These groups offer emotions supports, exercise, and enjoyable activities with peers.
What you will be doing	<p>Volunteer duties include:</p> <ul style="list-style-type: none"> • Overseeing the running of the in-person groups, working closely with the team of community group volunteers and drivers. • Sending reminders of group sessions to members in advance of the meeting via text, phone calls and on the group whatsapp. • Recording members and volunteer’s attendance to the groups. • Oversight of members and volunteer emergency contact details in case of an emergency and keeping this data safe and confidential. • Complete and record monthly health and safety risk checklists of the venue. • Send monthly reports to your programme lead. • Room set up and clean up if required depending on the setting. • Arranging guest speakers, exercises sessions, activities and summers and christmas outings. • Ensuring refreshments are provided in group with the support of the volunteer team. • Ensure to follow all policy and procedures regarding any accident or emergency in the group are adhered to. • Support promotion of the group in the local community.

	Full training is provided and ongoing support and supervision is provided.
Skills, experience, and qualities needed	<ul style="list-style-type: none"> • Commitment to IHFs values. • Ability to work within IHF Safeguarding & Volunteering policies and guidelines. • Comfortable working as part of a team. • Be patient, friendly, approachable and understanding. • Recognise the importance of confidentiality. • Have a friendly and approachable manner and be comfortable welcoming people to the group. • Volunteer event management or team lead experience is desirable
Other relevant information	This role requires the volunteer to have a Garda Vetting check. Guidance on how to do this will be provided by the IHF Volunteer Programme Team
Benefits of Volunteering with The Irish Heart Foundation	<ul style="list-style-type: none"> • Full training provided & ongoing support and guidance. • Insights and understanding about social inclusion issues • References provided upon completion of required period of service. • Experience of working with a national charity and to be part of our volunteer community • Employee Assist Programme (EAP) for you and your family • Make a valuable contribution to heart patients and stroke survivors recovery journey • Opportunity to progress into other roles
What to do if you're interested	<p>You can visit our website page for more information on all our volunteer roles by Clicking this link and at the bottom of the page you can complete our volunteer expression of interest form to get you started on your volunteering journey.</p> <p>Or</p> <p>You can also email our volunteer programme team for more information on how to start your volunteer journey on ihfvolunteer@irishheart.ie</p>