

# Role Description

**Job Title: Community Walk Leader Volunteer**

**Reports to: Community Project Officer**

**Salary: Voluntary Unpaid (expenses covered)**

## About Us

Ness M Care Foundation (NMF) is a charity dedicated to supporting activities that improve the quality of life for people cared for at home and their carers here in the UK and abroad. We provide information and advice, run services in and around local communities and campaign so that people at risk and those living with health/social care needs are socially included.

## What we are looking for

We are looking for a volunteer walk leader, who'll be helping people in the community to get active and healthy, providing vital support that they otherwise might not get and helping them build their social connections. You will be responsible to ensuring walks are friendly, safe and well run, walk leaders are also our ambassadors for showing people that walking really can make a big difference to their lives.

## Availability

Able to volunteer regularly once a week for 30 minutes- 1 hour for a period of 6 months.

## Summary of duties

- Undergoing Volunteer Walk Leader Training
- Carry out risk assessments at walk locations
- Obtain name, contact, age and Next of Kin contact details of walk participants
- Lead 30-minute walks – warm up, brisk walk, warm down. Build in 'progression' to subsequent walks, increasing speed, length or including inclines
- Lead 1:1 walks near service user's home
- Observe participants, warn of dangers (such as tree roots on path) and give assistance
- On Walk Attendance Register, write short report of walk such as weather conditions, incidents, etc
- Forward walk attendance registers to the Community Project Officer on a monthly basis
- Contact the emergency services (999) in case of emergency
- Ensure the Project Officer is informed of any problems
- Adhere to relevant NMF policies and procedures
- Represent the professional standards of the charity
- To wear a personal identity badge whilst volunteering
- Further to the time commitment of leading walks, please also note that you will need to allocate a small amount of additional time to receiving the walk, travelling to and from the walk, and completing any necessary paperwork.

# Role Description

## Qualities and skills required

- An empathetic and friendly nature
- The ability to work as part of a team
- Good listening skills and an understanding of safety issues
- An understanding of the need for confidentiality
- Sense of humour
- Good timekeeping
- Reliability and trustworthiness
- Knowledgeable about the basics of the benefits of walking and physical activity
- Willingness to follow current advice to keep yourself and others safe
- Willingness and ability to ensure that any information you share in relation to Covid-19 is accurate and from a reliable source.

## What we offer

- Full training with a nationally recognised and well respected scheme
- Ongoing support and guidance
- Access to resources and equipment to help you fulfil your role
- Free first aid training provided
- Opportunity to develop your leadership, people management and other skills
- Opportunity to meet new people including like-minded volunteers
- Opportunity to discover more of your local area and spend time in the outdoors
- Opportunity to be more physically active yourself
- NMF will repay any agreed expenses (bus fares, etc) on production of receipts paid out in the course of journeys, so that you are not out of pocket. Travel expenses will be paid monthly on a mileage basis for all authorised journeys undertaken.

## Training and skills required

- Complete induction and essential training for the role
- To access regular online resources/training
- Regular contact with the Project Officer (telephone or other) for support and guidance
- To respond to service changes and requirements

## Any other requirements

Due to the vulnerable nature of the people we support we will require two references and an enhanced DBS check. Further details will be discussed with you as to how these will be obtained.

# General Information

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

## Safeguarding

Ness M Care Foundation is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

## Equality and diversity

Ness M Care Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Ness M Care Foundation aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

## Ethos and values

The post holder must carry out all duties in a manner which is consistent with Ness M Care Foundation's values which are based on an inclusive community- centric ethos.

## Policies and procedures

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

## Confidentiality

The post holder must ensure that any information relating to employees, beneficiaries and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

## Health and safety

The post holder must be familiar with Ness M Care Foundation's Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.

For further information or if you have any questions, please contact: [admin@nessmfoundation.org](mailto:admin@nessmfoundation.org)