

Age Concern Older Offenders Project

Title: Volunteer Groupwork Leader: Dartmoor VIPS (Veterans in Prison)

Job Purpose: The Volunteer Groupwork Leader is responsible for working with prison staff, other volunteers and the ACOOP Manager to co-ordinate low key social care support to older prisoners in Dartmoor Prison including planning and organising group activities such as games and hobbies, organising talks and advice sessions on aspects of resettlement. She/he will also contribute as a member of the ACOOP Dartmoor team to the overall development of ACOOP.

Responsible to: ACOOP Project Manager

Responsible for: Planning volunteer staff cover on a monthly rota basis and to plan and organise weekly ACOOP sessions at Dartmoor, attend and contribute to the successful running of each session

Liason with: Prison staff and statutory service agencies other ACOOP volunteers, Age Concerns.

Based at: Dartmoor Prison

Main tasks of role:

- Ensure that there are always at least two volunteers available for each weekly session, and liaise with the prison to inform them of volunteer staff movements
- Develop a friendly and constructive setting for weekly contact with older prisoners at the ACOOP VIP sessions
- Help plan and organise sessions in co-operation with other ACOOP volunteers.
- Contribute to systems for monitoring and evaluating activities.
- Adhere to relevant ACOOP policies and procedures such as Confidentiality, Health and Safety, Equalities, boundary setting etc.

Skills required for this role are:

- Good communications skills
- A liking for and empathy with older people
- Understanding the limits and boundaries ACOOP must operate within
- An understanding of safety issues
- Reliability
- Discretion
- A sense of humour and an ability to respond appropriately to different and sometimes difficult situations

Suggested hours

Normally 9 a.m. to 12 noon on Tuesdays

Terms and Conditions:

All volunteers must complete induction and training, including training provided by Dartmoor Prison and other courses as identified by and agreed with the ACOOP Manager. Volunteers are interviewed and security checked before acceptance.

ACOOP will repay mileage at 40p per mile on production of a completed expenses claim form for travel to and from Dartmoor Prison and other necessary meetings. Any other expenses must be agreed in advance and will be paid on production of receipts.