

## **Age Concern Older Offenders Project**

**Title:** Volunteer Groupwork Assistant: Channings Wood Age Concern Executive Seniors (ACES)

**Job Purpose:** The Volunteer is responsible for working with prison staff, other volunteers and the ACOOP Manager to deliver low key social care support to older prisoners in Channings Wood Prison including 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 Channings Wood team to the overall development of ACOOP.

**Responsible to:** ACOOP Project Manager

**Responsible for:** Helping to plan and organise weekly ACOOP sessions at Channings Wood, attend and contribute to the successful running of each session

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

**Based at:** Channings Wood Prison

### **Main tasks of role:**

- Develop a friendly and constructive setting for weekly contact with older prisoners at the ACOOP ACES 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 2pm to 4pm on Tuesdays

**Terms and Conditions:**

All volunteers must complete induction and training, including training provided by Channings Wood Prison and other courses as identified by and agreed with the ACOOP Manager. Volunteers are interviewed and security checked before acceptance. Channings Wood Prison will separately require volunteers are security checked and trained to hold and use prison keys before working on site.

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