

## SERENDIPITY SOCIAL GROUPS

### Volunteer Group Facilitator

#### Role Description

**Purpose of the role:** to support the running of the Serendipity social groups. These groups are for adults (18+) who are on the autism spectrum and are looking to increase their social opportunities and meet other people who are on the autism spectrum.

**Locations:** various across Hampshire

**Time Commitment Required:** groups run 1.5 to 2 hrs per session and meet weekly, fortnightly or monthly. Whilst we value regular commitment, you will be joining a team, so you do not need to be available for every session.

**Accountable to:** Serendipity Social Group Co-ordinator

#### Tasks:

1. To support the facilitation of a social group for adults who are on the autism spectrum
2. To welcome and support group members, to ensure the group is accessible for everyone
3. To understand and work within the ethos and objectives of the project
4. To provide feedback to, and liaise with the project team to develop the group
5. To attend whole project meetings and events as possible

#### GENERAL RESPONSIBILITIES

- To cooperate with all AH staff in promotion of and maintenance of good relationships with outside agencies and the general public, in order to uphold the AH image
- To promote a positive image of autism and the services provided by the AH
- To ensure that your conduct within and outside the group does not conflict with the professional expectations of AH
- Actively support and promote AH and all its policies and procedures
- To cooperate with all AH staff to maintain harmonious inter-personal relationships
- To attend AH meetings as required, where possible
- To observe all fire and health and safety regulations
- To ensure effective monitoring and evaluation of the project as required by the Community Access Project Officer
- To liaise with other aspects/departments of AH provision as appropriate to ensure a seamless fit of Community Access services.
- To carry out any other duties as are within the scope, spirit and purpose of the position, the title of the post and its grading as required by the Chief Executive Officer
- Adhere to the terms and conditions of the Volunteer Agreement