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**Title:** Lunch Time Plug-In

**Basis:** Volunteer

**Safeguarding:** No PVG checks necessary. There is a minimum age limit of 18 for volunteers at this group.

**Responsible to:** Community Development Worker

**Responsible for:** Helping with the smooth running of the group

**Summary of the role:** Lunchtime Plug-In provides food, digital support, a range of games and activities, as well as signposting to other professional agencies. It is hosted by Stenhouse Baptist Church, run in partnership with Bethany Christian Trust.It is a place for friendship, support and encouragement, with food, activities and conversation being at the heart of all that goes on. It is a safe and welcoming space for people to get to know one another in a relaxed environment.

**General responsibilities:**

* **Practical:** Help set up the space for use during the group, including preparing food and drinks. After the group has finished, the volunteer is also expected to assist in cleaning and housekeeping. For this reason, a volunteer should arrive on time and give as much notice as possible if they are unable to volunteer.
* **Friendly & approachable:** Help make individuals attending the group to feel welcomed and comfortable. This can be through serving food and drinks, facilitating activities, offering digital support on laptops, or having a chat. The volunteer should balance this with being aware of boundaries.
* **Leadership and willingness to try:** At times, and where appropriate, a volunteer may need to take the lead on preparing and/or supervising an activity, though always with the supervision and support from staff of Stenhouse Baptist and Bethany Christian Trust. Volunteers are encouraged to use their knowledge and skills to support staff to create an activities programme.
* **Safeguarding:** Alert a staff member of any concerns about an individual or situation within the group.
* Signpost individuals who are seeking support to staff.
* We work in an asset-based way so we would encourage our volunteers to work in this way and help towards co-producing the programme.

**Important pre-requisites for the role:**

* Good people skills and a good knowledge of basic IT would be helpful.
* The volunteer would need to be reliable and willing to commit to building stable connections with members of the group, particularly through good listening and encouragement
* The role can be challenging, and so the volunteer must be patient, understanding and willing to be proactive in fostering a positive environment.
* Having a particular skill or talent to share with the group can be really useful.
* Ideally, a volunteer would have experience of working with individuals with mental health challenges and life-controlling issues
* Though the role does not require the volunteer to be a Christian, they must be aware and respectful of the Christian ethos upon which Bethany Christian Trust is founded and the values held by Stenhouse Baptist Church.

**Location**: Stenhouse Baptist Church, 30 Stenhouse Grove, Edinburgh EH11 3EE

**Pattern of hours:** Thursdays, 10am - 1.30pm (full session)

or

Thursdays, 10am - 11.45pm (part of the session)

 or

 Thursdays, 11.45am – 1.30pm (part of the session)