

Activity Support Volunteer Role Description and Person Specification

Hours – Flexible, depending on activity schedules

Reporting to – Peer Support Team

Role Description

The Activity Support Volunteer helps bring structured activities to life at The Anthony Seddon Centre, creating a fun, engaging, and welcoming space for customers to take part in activities that support mental health and wellbeing. Whether it's arts & crafts, mindfulness sessions, gentle exercise, or creative workshops, this role is about encouraging participation and supporting people to feel comfortable and included.

No special skills are required, just a positive attitude, a willingness to help, and enthusiasm for the activities being run!

Main Duties and Responsibilities

- Helping set up and tidy away materials and equipment for activities.
- Welcoming and encouraging customers, helping them feel at ease joining in.
- Supporting the facilitator or staff to ensure the activity runs smoothly.
- Encouraging conversation and participation without pressuring anyone.
- Assisting with any accessibility needs so activities are inclusive to all.
- Keeping an eye out for anyone who may need extra support, offering reassurance, or signposting them to staff if needed.
- Helping with small admin tasks, like keeping track of attendance or feedback.

General Responsibilities

- Be friendly, welcoming, and inclusive; everyone should feel valued and comfortable taking part.
- Follow health and safety guidelines to ensure activities run safely.
- Respect confidentiality and boundaries, knowing when to listen and when to get help.
- Take part in training where needed to feel confident in the role.
- Lend a hand where you can; whether it's setting up, chatting with customers, or supporting the facilitator, your help makes a big difference!

Person Specification

Knowledge and Experience

- No formal experience needed, just a willingness to get involved and support others.
- An interest in creative activities or wellbeing-based sessions is beneficial.
- Experience working with people from different backgrounds is helpful but not essential.
- An understanding of mental health and wellbeing (or a willingness to learn).
- Any experience in facilitating or assisting with group activities is a plus but not required.

Skills and Personal Qualities

- Friendly, welcoming, and approachable, able to help people feel comfortable joining in.
- Patient and encouraging, able to support individuals without pressure.
- Good communication skills, comfortable chatting with customers and supporting engagement.
- Reliable and organised, able to assist in setting up and ensuring activities run smoothly.
- Able to work alongside staff and facilitators to create a positive group environment.
- Respectful of boundaries and confidentiality, knowing when to listen and when to seek support.
- Flexible and adaptable, able to support different activities and adjust to group needs.
- Committed to attending agreed volunteer shifts and any relevant training.

Physical, Mental, and Emotional Effort

This role may involve supporting people who are experiencing distress or difficult emotions. While most conversations will be positive and supportive, there may be times when someone is struggling, upset, or frustrated. As a volunteer, you'll be expected to listen with empathy, stay calm, and know when to get support from staff if needed.

You won't be expected to handle difficult situations alone, we'll always make sure you have guidance and support in place.

The Anthony Seddon Fund's Commitment to Our Volunteers

We truly appreciate our volunteers and want to make sure you feel valued and supported. In return for your time and passion, we offer:

- **Training & Development** – Access to in-house and external training to help you build skills and confidence.



- **Expenses Covered** – We'll reimburse reasonable travel and parking expenses.
- **A Supportive Community** – Be part of a friendly, welcoming team that makes a real difference.
- **Recognition & Appreciation** – Opportunities to celebrate your contribution, whether that's through events, thank-yous, or volunteer rewards.
- **References for the Future** – If you volunteer with us for **6 months or more**, we'll be happy to provide a reference.
- **Personal Growth & Wellbeing** – Volunteering can be a great way to boost your own confidence, wellbeing, and sense of purpose.