**Spring of Hope Daytime Support Assistant Volunteer**

**Objectives of the role**

inHope are a Christian charity with a strong legacy of over 35 years serving some of the most vulnerable and marginalised people in Bristol. inHope exists thanks to the support of volunteers. The Support Assistant Volunteer role will support the smooth running of services, in a caring, clean and tidy homely environment.

**Location and hours**

Hours currently are Monday 10.30am – 1.30pm (excluding bank holidays)

**Points of contact**

* Support Worker, Imogen Spencer.
* Spring of Hope staff including Manager, Nicola Saunders.
* Admin Officer, Trudy Mead.
* inHope Volunteer Manager, Amelia Glanville.

**Typical tasks/activities**

* Ensuring that Spring of Hope is ready to receive guests. This will involve changing the beds and washing and drying the bed linen.
* Welcoming women into Spring of Hope and support them to access supplies (including toiletries and clothes), shower facilities and laundry.
* Organising donations.
* Checking there is enough milk, bread and food available and in date, and if not, re-stocking.

**Attributes**

* Enjoy being part of a team, and have a friendly approach.
* To care about Spring of Hope and the women who are supported.
* Flexible and happy to undertake a variety of tasks.

**Responsibilities**

* To be comfortable volunteering within inHope’s Christian ethos and values.

(For more information please read here: <https://inhope.uk/about-us/vision-and-values/> and <https://www.inhope.uk/about/our-statement-of-faith/>).

* To follow relevant procedures, such as health and safety, and to ask to see any of our policies and procedures if you are unsure (key polices can be found in the footer of our website: [www.inhope.uk](http://www.inhope.uk)).
* To consent to a Basic DBS check, which will be carried out and paid for by inHope.

**inHope will provide**

* Provide support through the points of contact.
* All induction/training and support needed relevant to the role.
* Reimburse out-of-pocket expenses (agreed in advance)
* Ensure that volunteering is in line with inHope’s policies and procedures, such as, Equality and Diversity and Health and Safety, and treat you in-line with these.