



Volunteer Role Description

About Abbey Community Centre

We're an award-winning small community charity established since 1976 helping local people of all ages to come together to enjoy their lives and where they live more by doing so.

We provide a safe and welcoming venue alongside numerous social groups, activities, services, and special events in which the community can develop meaningful social connections and friendships. Local residents access our centre to enjoy socialising; services for their children; to pursue and expand their interests and hobbies; increase their confidence, skills and opportunities; improve their health, fitness and wellbeing; get information or advice; or volunteer to help make their community an even better place to live.

Local people greatly value the centre and it's a fun place to volunteer, especially if you thrive on variety and being kept busy!

Role title	Volunteer Coffee Morning Co-host (over 50's) – Friday Mornings
Purpose	Supporting our Centre Assistant to host and welcome people, strike up conversations and create a wonderful Friday morning.
What you will gain as a volunteer	<ul style="list-style-type: none"> You'll be part of a wonderful team, valued for who you are Meeting new people from the local community Making friends and learning new skills at the same time Feeling the reward of helping a good cause Contributing to the greater good of your community
Reporting to	Centre Assistant
What your volunteering entails	As someone who is a great people-person, you'll be helping with a variety of tasks including: <ul style="list-style-type: none"> Welcoming people, striking up conversations Creating a fun and engaging space for all Distributing hot drinks and biscuits Setting up/Clearing away after the event
Your personal attributes	You are the type of person who is: <ul style="list-style-type: none"> Warm and welcoming Excellent conversation-starter and communicator Excellent listener who is happy to help where needed Reliable and dependable with a great sense of humour Enjoys a good cuppa and biscuits!
Time commitment	For a minimum of 2 months: Friday Mornings 10.15 am to 12.15 pm (event runs 10.30 am – 12.00 pm). You can co-host weekly or every other week.
Training & Requirements to fulfil	All volunteers are required to undergo: <ul style="list-style-type: none"> Induction with their supervisor Any other training/meetings relevant to the role
Expenses we'll pay	Reasonable expenses directly related to fulfilling the role will be reimbursed in line with our Volunteer Policy
Location	Abbey Community Centre 222c Belsize Road, London, NW6 4DJ
Other	References will be provided for volunteers who have supported us continuously for 3 months or more.



Abbey Community Centre
socialise - energise - get wise



Feeling inspired to join our team?

Return your completed Volunteer Application form to:

vol-ops@abbeycc-kilburn.org.uk