



BAB Greater Fishponds Community Champions Project

Role Description: Steering Group representative

The Project:

The Care Forum is part of the Bristol Ageing Better (BAB) partnership. Led by Age UK, the programme is £5.9million of Lottery funding for Bristol and is a partnership of 150 organisations working to reduce social isolation and loneliness among older people and help them live fulfilling lives.

The Greater Fishponds Community Champions is a three year project which will work to ensure the area is a vibrant place with a wide range of social and cultural activities and opportunities for people to get involved.

Purpose of the Role:

To attend Steering Group meetings to help provide strategic direction, identify priorities, project planning and monitor progress of the project and the objectives.

What will I be doing?

As a BAB Community Champion steering group member you are asked to:

- Help agree the annual work plan
- As part of the group, using your local knowledge, identify areas that require further research and / or information and will be part of setting up sub groups (task and finish groups) to undertake the work with support from the project officer
- As part of the group, help make the decision to allocate the enabling funds

- As part of the group, help monitor reports on progress and agree reports to our funders
- Prepare for meetings by reading minutes and supporting papers. Support can be provided by the project worker.
- Maintain an awareness of activities in Greater Fishponds
- Maintain knowledge of the project.
- You will be supported to attend relevant training provided by The Care Forum and required to comply with organisational policies, including health and safety, equalities and confidentiality, conflict of interest and whistleblowing.
- You will be supported to attend induction, supervision and training meetings as relevant.
- Keep a record of any of your expenses and submit them monthly.
- Agree to be able to commit the time required to deliver the role effectively.
- Declare any relevant personal, professional or commercial interests in any matters being discussed by the group.
- Inform your project worker or The Care Forum if you cannot keep a commitment relating to the role.

Personal qualities needed for the role

- Good listening and verbal communication skills and capable of playing an active role at meetings and contribute to discussions
- Good basic literacy skills, for instance be able to take notes and where appropriate write reports
- Interest in developing new skills
- Active in your local area, with a good understanding of your local community
- Empathy and respect for others
- Committed to helping people have a voice
- Non-judgmental and respecting of others

- Reliable

How much time and when?

You will need to be available for meetings which will be held in Fishponds every three months. There will be preparation time required for the meetings and may be some work in between meetings, we are flexible but imagine you will need to commit to a minimum of four hours a month. You can discuss and agree these with your project worker.

Why volunteer with The Care Forum and BAB?

- meet new people from your community
- use your knowledge and experience to make a difference for local people and in your community
- help local people and give something back
- learn new things via on-going training and development opportunities
- gain a sense of purpose and feel you are doing something worthwhile
- improve your self-esteem and feel good about yourself

Contact Claire Littlejohn clairelittlejohn@thecareforum.org.uk or 0117 9589325