

Group Assistant Volunteer – Burgess Hill

We are looking for a **Group Assistant Volunteer** to support our monthly **Burges Hill Open to All Carer Group.** In this role, you will help welcome carers to the group, support the smooth running of sessions, and support the Carer Wellbeing Worker to create a safe and friendly space for people to connect.

Location:	Burgess Hill Carers Group Cherry Tree centre Fairfield road, Burgess Hill RH15 8QB
Frequency:	The first Wednesday of the month. 10.15 – 12.15pm (Includes brief/ debrief)
Commitment:	Monthly

Trial or shadowing available before applying

Role Expectations

In this role, you will work alongside the Carer Wellbeing Worker to help provide a safe, welcoming and supportive space for carers. The group meets monthly in person and gives carers the opportunity to connect with others who understand similar experiences, share information and receive peer support. This group is for people who care for anyone regardless of condition, so open to all, and aims to support carers through their caring journey.

Key tasks will be:

- Welcome carers to the group and help create a friendly, supportive atmosphere.
- Prepare and serve refreshments, helping carers feel comfortable and settled.
- Support the Carer Wellbeing Worker with the smooth running of each session.
- Encourage participation and support smaller group discussions where needed.
- Help welcome and support guest speakers, assisting with session activities as required.
- Share agreed information and signpost carers to relevant support where appropriate.
- Report any concerns raised during the group to staff, following safeguarding and confidentiality guidance.

What Difference Will You Make?
Your support will help create a welcoming space where carers can take a break, connect with others who understand their experiences, and feel less alone. By helping the group run smoothly, you will enable carers to access peer support, useful information and opportunities to improve their wellbeing.

Skills and Attributes Required
- Good listening and communication skills.
- Ability to help carers feel welcome, included and supported in a group setting.
- Confidence engaging with people and supporting discussions where needed.
- Understanding of the challenges carers may face.
- Empathetic, respectful and non-judgemental approach.
- Ability to maintain boundaries, confidentiality and follow safeguarding guidance.
- Willingness to help with practical tasks, such as preparing refreshments and setting up the meeting space.

Locations, Timings, and Commitment
This role is based at Cherry Tree centre, Fairfield Road, Burgess Hill, RH15 8QB

The group meets on the first Wednesday of the month. 10.15 – 12.15pm (Includes brief/ debrief) Volunteers are asked to support the group monthly and, where possible, commit to the role for at least six months.

Training and Support
You will receive training and support to help you feel confident in the role, including:
- A volunteer induction
- A role specific orientation.
- Safeguarding and Data Protection training
- A dedicated Volunteer Mentor who will support you throughout your volunteering journey
- Access to additional training opportunities relevant to your role and areas of interest across our services
- Opportunities to develop your confidence, communication and group facilitation skills.

Equipment Needed
- A computer, laptop or tablet that can be used for online training.
- Access to the Volunteero app to manage volunteering information and communication.

Additional information
- This role is open to volunteers aged 18 and over.
- A basic DBS check is required for this role.

Our Culture & Values

We value diversity and inclusion, welcoming volunteers from all backgrounds. Our vision is to ensure family and friend carers are always seen, heard, and valued. We act with quality, inclusivity, integrity, and innovation to empower carers and their communities.

How to Apply
We encourage you to read our Volunteer Recruitment Guide before applying for any of our roles.

If you would prefer to speak with us first, please complete our online enquiry form and we will get back to you.

If you're ready to apply, you can do so using our online application form
CSWS Volunteer Application Form.