



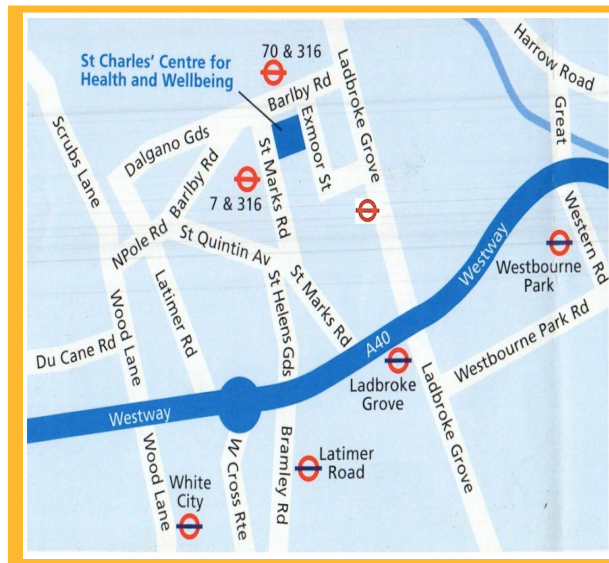
## What is The Second Half Centre?

Our mission is to get our ageing population together doing things they enjoy in a dedicated space: bridging the digital divide, learning new skills to get back to work, rediscovering the pleasures of old hobbies and finding new ones, exercising, and feeling involved through volunteering, mentoring and teaching.

In April 2014 The Second Half Centre became an Open Age Centre. Open Age have been pioneering an active life for older people for over 20 years, preventing social isolation and loneliness and improving health and well-being. Open Age established in 1993, is a user led charity working across Kensington, Chelsea and Westminster enabling older people, from 50 to over 100 years of age, to sustain their physical and mental fitness, maintain active lifestyles and develop new and stimulating interests.

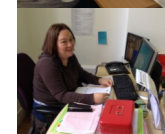
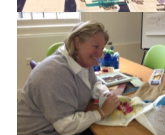
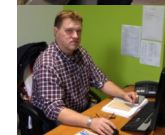
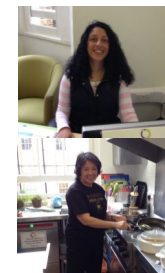
## How to find us:

We are located within St Charles Centre for Health and Wellbeing. You can enter from Exmoor Street, off St Charles Square/ Ladbroke Grove or from St Marks Road.



St Charles Centre for Health and Wellbeing, Exmoor Street  
London, W10 6DZ

For more information call us on:  
**0208 962 5500** or email us at:  
[info@thesecondhalfcentre.com](mailto:info@thesecondhalfcentre.com)  
or visit our website  
[www.thesecondhalfcentre.com](http://www.thesecondhalfcentre.com)  
or the Open Age Website  
[www.openage.org.uk](http://www.openage.org.uk)



# Volunteer with Open Age at The Second Half Centre

**We are looking for  
friendly, enthusiastic and  
reliable volunteers to help  
us run our busy activity  
centre for the over 50's. If  
you are passionate,  
caring and hardworking  
come and join our team!**



Open Age is registered as a Charitable Incorporated Organisation in England and Wales. (no.1160125)

## Reception Assistant

We are looking for welcoming, helpful and reliable individuals to assist the Centre Manager and Facilitator with the day to day administrative duties of The Second Half Centre.

### Job Responsibilities:

- Providing a warm and friendly welcome to our members and assisting them with any inquiries.
- Booking members in for activities, checking registers and taking payment on arrival.
- Assisting people to become members and providing them with the relevant information.
- Answering the phone, transferring calls and taking messages.
- Assisting with outreach and marketing.
- Updating registers, attendance databases and keeping members details up to date.
- Any other administration duties as required.

### Desired Attributes or Willingness to Learn:

- Friendly and reliable.
- Passion for working with the public, particularly the older generation.
- Knowledge of Microsoft Word and Excel.
- Numeracy Skills/Cash Handling.



## Life Café Assistant

We are looking for friendly, enthusiastic and reliable individuals to help run our Life Café in The Second Half Centre.



### Job Responsibilities:

- Setting up the Café in the morning in an attractive way. Tidying the Café at the end of the day ensuring that everything is put away correctly and switched off.
- Providing a friendly welcome to users of the Café and assisting members in any inquiries they may have about our activities.
- Serving refreshments and cakes to members relaxing in the Café space and those on a break from classes.
- Keeping the Café in a tidy and hygienic manner by adhering to food, hygiene and safety regulations.
- Informing the Centre Manager or Facilitator when stock needs replenishing.
- Cash handling – Taking payment from members, counting the days takings and ensuring the float is correct.

### Desired Attributes or Willingness to Learn:

- Friendly and reliable.
- Passion for working with the public, particularly the older generation.
- Numeracy Skills/Cash Handling.
- Food Hygiene Certificate – We can assist you with completing this!



## Availability

The Second Half Centre is open Monday to Friday between 9.30am and 4.30pm. We would ideally like volunteers to commit to either a morning, afternoon, or whole day each week.

## Help Us Help You!

As a charity we depend on our fantastic volunteers on a daily basis to help us continue our work. We therefore want to assist our volunteers where we can. If you have any skills you would like to develop or learn while volunteering with us please let us know and we will try to give you the opportunity where possible!

***‘While volunteering at The Second Half Centre I’ve learnt lots of new skills including how to add information to a database. I have enjoyed chatting with, and helping members. It has given me a real sense of purpose!’ - Reception Volunteer***