



Plymouth
Parent
Advocacy
Project



Plymouth Parent Advocacy Project Volunteer Administrator

Purpose of Role:

To be part of a friendly team providing caring, empathetic and holistic support to local families where one or both parents have a learning disability

Responsibilities / role description:

- To produce easy read documents in the format used by the project (training will be provided)
- Make changes to the website (training will be given)
- Upload social media content
- To conduct research in areas as directed by the Project Manager
- To support the Advocates by ensuring there are sufficient introduction packs available
- Photocopying, scanning, binding, laminating or printing as required
- Answering the telephone and taking messages.
- Other administrative tasks as directed by the Project manager
- Support with fundraising efforts
- Ensure you have an understanding (appropriate to your role) of, and comply with The Trust's procedures for promoting and safeguarding the welfare of children and vulnerable adults
- Comply with The Projects confidentiality policy, Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare

Time commitment required:

Half a day a week

Skills and Attributes:

- Fully computer literate and comfortable with use in Microsoft Office and emails
- Excellent telephone manner and people skills
- Ability to commit to a minimum of one half day per week for 6 months.
- Ability to work as part of team but also independently without supervision
- Ability to follow The Trust's confidentiality and data protection policy and procedure.
- Ability to follow The Trust's safeguarding policy and procedure.
- Good communication skills.
- Willingness to undertake induction and training.
- Willingness to take part in regular supervision.

Benefits of Volunteering:

- An excellent opportunity to develop new and existing skills
- The opportunity to gain experience in health and social care services
- The chance to be at the heart of your local community, meet new people and be part of an enthusiastic team
- Out of pocket expenses
- A reference

The Volunteer Recruitment Process:

- We ask you to complete an application form
- We invite you to an informal meeting to explore your application and suitability for the role. This is also an opportunity for you to ask questions to help you decide for yourself whether the role is right for you
- If it is decided that the role is not for you, there will be an opportunity to explore other volunteering opportunities within the organisation with the Project Manager
- If it is decided that you will proceed with your enquiry, you will be asked to provide two references and undertake a DBS check
- Once we received satisfactory references and a DBS check you will be invited to undertake the Induction programme and a start date will be agreed
- You will be provided with ongoing support through regular supervision meetings, regular training and any other support as required