

VOLUNTEER ROLE DESCRIPTION

Role title	Volunteer - Learning Events Assistant
Supported by	Partnership and Engagement Officer
Managed by	Partnership and Engagement Manager

Role purpose

The Somerset Disability Engagement Service will carry out 8 learning events across 2 years, allowing us to engage and improve accessibility within Somerset organisations. Volunteers will participate in a variety of tasks, all of which contribute towards the smooth running of the events.

The role will also enable volunteers to learn new skills that will enhance their CV.

What you will do

- Setting up the venue
- Welcoming participants, helping them around the venue
- Serving refreshments
- Setting up and tidying up after events
- Taking photos at events, obtaining permission forms
- Keeping a log of registrations

Volunteers in this role will be added to the learning events register. When a volunteering opportunity arises, volunteers will be contacted by email or phone to see if they are available to participate.

We cannot guarantee how many volunteering opportunities there will be.

What training and support will you be given

- Volunteers will be given an induction that will include a range of topics relevant to the role including Health and Safety and Data Protection.
- The volunteer is required to acknowledge, understand and abide by all relevant policies that will be shared during the induction process.
- The volunteer will have an identified supporter and manager
- The volunteer will be given any accessibility support that is required to participate in the audits
- All volunteers will have an annual meeting with their supporter to review their role
- Volunteers will be invited to take part in the evaluation of the Somerset Disability Engagement Service.
- Volunteers will receive the quarterly AJM staff magazine

Other information

- To treat all colleagues with respect, dignity and compassion at all times.
- It is a requirement of this role that a satisfactory enhanced DBS check with child and adult barring lists checks is maintained throughout the volunteering period.
- Volunteers will be required to supply references and show that they have the right to volunteer in the UK
- Out of pocket expenses will be paid in line with the Volunteer Expenses Policy.
- Volunteers will be given as much notice as possible of the date of the audit
- We cannot guarantee the number of audits that the volunteer will be invited to participate in

Dress Code

A lanyard and ID card will be provided and should be worn during learning events.

Volunteers may be given a uniform to wear at events.

PPE is equipment that will protect the user against health or safety risks at work. If PPE is required you will be provided with the necessary equipment and you should wear it as and when appropriate to the job task at hand and in accordance with our PPE and Health and Safety policies.

What skills and qualities are required for the role

- Reliability
- Welcoming, friendly, and polite
- Willingness to learn new skills
- Access to email is an advantage
- Committed to improving the lives of disabled people

I acknowledge that I have read and understood the requirements of this position. I am able to meet the physical requirements and agree to perform the tasks and duties listed. I understand I must complete the required training for this position.	
Volunteer Signature	
Print Name	
Date	

About Somerset Disability Engagement Service (SDES)

The Somerset Disability Engagement Service is managed by AJM Healthcare in partnership with Somerset County Council, Mendip District Council, Sedgemoor District Council, South Somerset District Council and Somerset NHS Foundation Trust. The disability support service provides a platform for the disabled community to get themselves heard in wider forums. It identifies potential areas of concern and brings understanding of the needs and concerns of the disabled community in Somerset to those who make the decisions.

Our partnership and engagement team makes sure that disabled people, their carers and organisations representing disabled people are actively involved in the way that the services they use are continually developed. We actively seek out individuals, groups and organisations to explore key issues in more depth. This provides an opportunity to work collaboratively to co-design solutions for the benefit of all.

Our guiding principles are to

- have ongoing, meaningful conversations that support collaborative solutions
- incorporate co-production and co-design into everyday working