



Newsletter Volunteer

Role description & Person Specification

About us

Possability People is a disability charity based in Brighton & Hove with services across the city and into East and West Sussex. We are a user led organisation that promotes independent living for all and works toward equality by inspiring disabled people to identify barriers and define solutions.

The Community Engagement Team give people with lived experience of health conditions, disability, mental health, and neurodiversity, a voice and we work closely with the council and NHS Integrated Care Board when services are planned or changed. We engage with service users through meetings, consultations, mail-outs and a monthly round-up. We work towards equality by inspiring disabled people to identify barriers and define solutions.

What we need

We need volunteers to help research, write, and mail-out a monthly newsletter, where we can people updated with goings on and invitations to attend events, etc.

Skills you will gain

- ✓ Written communication skills
- ✓ Online research skills
- ✓ Familiarity with Microsoft Office
- ✓ Familiarity with MailChimp
- ✓ Attention to detail
- ✓ Adaptability

What we offer

Before starting with us you will attend a Group Induction Day to familiarise you with our culture, ethos and working practices and to prepare you for your role.

All volunteers have a full induction into the role with ongoing training and support from their volunteer lead, including day-to-day supervision and quarterly one-to-ones. Volunteers are invited to attend team meetings and social events throughout the year.

You will have access to a range of free courses, including confidence building, computer skills, disability equality, customer services, and more.

If you are looking to get back into work we can offer additional resources and tool kits, whether that's around explaining a health condition to an employer, how to write a brilliant CV, or ways to build your confidence in the work place; after 6 months we can provide an employment reference for you.

Volunteering for us will give you the opportunity to meet new people and work alongside them to do things which you wouldn't or couldn't do alone e.g. challenging discrimination, reviewing services, delivering training.

Volunteers are made to feel welcome as part of the Possability People Team.

Role description

- Research local events and groups online
- Collate information from internal sources via email
- Write articles and pieces for the monthly newsletter
- Layout and format the monthly newsletter using Microsoft Word
- Use MailChimp to send out the newsletter
- Ensure that the policies and procedures are followed and at all times to recognise the Equal Opportunities policy.
- Maintain confidentiality on all enquiries received and all information regarding any clients.
- Attend internal and external training identified in line with role and aspirations.

Context

This role is primarily based at our Head Office in Kemp Town, Brighton, with some opportunities to volunteer remotely from home.

Shifts are 10-1 or 1-4, Monday to Friday. We can be flexible with days and times if needed, but a commitment to regular slots each week is essential. We ask for a minimum commitment of 1 shift per week for 6 months.

We are happy to discuss reasonable adjustments with you; for example, changes to shift times, provision of equipment, additional support needs.

This role is supported by the Community Engagement and Co-Production Lead.

All volunteer appointments are subject to satisfactory references and DBS Clearance.

Person Specification

These are some skills, knowledge and experience we are looking for. However, if you don't have these don't worry as we can offer training and development within these areas:

- Confident using a computer, specifically Microsoft Word and Outlook
- Experience in, or willing to learn MailChimp
- Good written communication skills
- Able to research online independently
- Calm and supportive temperament
- Positive and enthusiastic demeanour
- Reliable
- Able make a regular time commitment
- Able to maintain confidentiality
- Some experience of working in an office / administrative role
- Good organisational skills
- A commitment to the provision of quality services and support for disabled people.
- A commitment to the principles of equal opportunities for all service users.

Name:

Signed:

Date:

For more information on volunteering with us:

Web www.possabilitypeople.org.uk/volunteer

Email volunteer@possabilitypeople.org.uk

Phone 01273 89 40 40



If you would like this document in a different format please let us know