



Meeting 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.

We've recently brought back our regular face to face meet ups for local disabled people. These meetings were very popular before the pandemic and we expect attendance to grow over the coming year. The meetings discuss topics important to the disabled community and we will have guest speakers in the future.

What we need

We need volunteers who can help prepare paperwork before the meeting, as well as take and type up minutes.

We also need practical help for things such as setting out furniture, serving teas and coffees, and using petty cash to buy refreshments.

Skills you will gain

- | | |
|-------------------------------------|----------------------------------|
| ✓ Written communication skills | ✓ Meeting preparation |
| ✓ Verbal communication skills | ✓ Problem-solving |
| ✓ Cash handling skills | ✓ Ability to work under pressure |
| ✓ Multitasking and prioritising | ✓ Attention to detail |
| ✓ Familiarity with Microsoft Office | ✓ 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

- Provide a welcoming and accessible service.
- Help set our furniture for meetings.
- Help prepare refreshments for meetings.
- Greet people arriving to meetings.
- Prepare and print paperwork for meetings.
- Take minutes and type these up.
- Help clear up after meetings.
- 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 based at our Head Office in Kemp Town, Brighton. Should the meeting venue change in the future this will be within central Brighton.

This is a flexible role, with volunteer support needed on the meeting dates, which run approximately every 6 weeks throughout 2024 and 2025. It would be helpful to have a volunteer at each meeting, but you don't need to commit to all of the dates. Currently the meeting dates for the rest of 2024 are:

- 12 September 2024, 1.30 to 3.30 pm
- 28 October 2024, 1.30 to 3.30 pm
- 11 December 2024, 1.30 to 3.30 pm

There will be additional time after the meetings for typing up minutes. We are happy to discuss splitting the role if you would prefer to only help with setting up the meeting or only help with minutes.

We are happy to discuss reasonable adjustments with you; for example, 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:

- Calm and supportive temperament
- Positive and enthusiastic demeanour
- Reliable
- Able to maintain confidentiality
- Able to listen and relay information with precision
- Some experience of working in an office/ administrative role
- Competent computer skills
- Good organisational skills
- Good physical health, able to move chairs and tables
- 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



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