



Charity number 117499

Role Description of Flexible Volunteer

THIS IS NOT A JOB DESCRIPTION AND DOES NOT FORM PART OF A CONTRACT OF EMPLOYMENT.

The parent carer forum is completely run by volunteers apart from some administration support. The success of our work and the influence we can have for parents/carers is dependent on our dedicated team of volunteers.

1. What is a flexible volunteer?

A flexible volunteer is a volunteer who is keen to support the EYPCF but is not able to commit a regular amount of time or prefers to not have a regular role but to volunteer for specific projects as they arise or provide support when extra help is needed. This allows for a flexible approach to volunteering for the volunteer in both time and type of volunteering.

2. What might you do as a flexible volunteer?

There are lots of exciting volunteering opportunities for flexible volunteers. The amount of time you are prepared to commit is up to you. Below are some of the things you could choose to be involved in. You will never be asked to do anything you do not feel confident about and there will always be support available.

- Talking and networking with other parents.
- Help organising and attending parent/carers events or coffee drop ins with speakers in your local area.
- Ensuring surveys and consultations to gather members' views are promoted and encouraging parents/carers to respond.
- Help design and distribute surveys and consultations for members
- Carry out research for the EYPCF
- Be part of a team for a specific time limited project
- Help out at the EYPCF office with phone calls and emails or admin work.
- You may have a special skill such as IT so could help with web site design

3. What do we expect from you?

- To report any feedback from parents/carers to the co chairs.

- To contribute ideas, views and suggestions for events and networking in the area.
- To attend steering group meeting on request
- To respect confidentiality of the work of the EYPCF as well as personal confidentiality of members.
- To uphold the core values of the EYPCF and represent all parents and carers and not your own child or organisation.
- To be aware of the importance of safeguarding children and vulnerable adults.
- To attend any meetings you have agreed to attend or communicate your absence to the chair and try to arrange cover.
- We expect you to make an active contribution in a way that works for you and supports the EYPCF.

4. Where will I be volunteering?

EYPCF works across the whole of East Riding so meetings and projects can be based anywhere in the region. Meetings are frequently held in Beverley and the office is currently in Bridlington. Some volunteering can even be carried out from home via the internet.

5. Expenses

In general, reasonable costs will be reimbursed that are incurred as a direct result of the EYPCF activity:

- Travel to and from the place of the EYPCF activity
- Travel whilst on agreed EYPCF business
- Meals taken during EYPCF activity (not alcohol)
- Replacement care of dependants including children.

6. Do you need any qualifications?

You do not need any qualifications to volunteer with us. You need an interest in SEND perhaps with a child, grandchild or relative with SEND or experience in the SEND sector. You do not need to have detailed knowledge of SEND as you will learn this as you volunteer. You do need enthusiasm, willingness to learn, keenness to network and engage with parents/carers to make a difference.

If you do have any special skills that you feel could support our work such as IT, communication, PR, HR then please tell us about them.

7. Support and policies

The EYPCF has full range of policies which you will be made aware of at your induction. This includes a volunteer policy that explains how we support our volunteers.

8. How will my volunteering make a difference?

EYPCF runs entirely on volunteers except for a small amount of paid admin support. With our volunteers support on the steering group we can :

- Reach out to more parents and carers with children with SEND and make their voice heard
- Empower more parents/carers with the knowledge to get the very best support and resources for their child.
- Ensure gaps in services are identified and new services to meet the needs of parents/carers are commissioned.
- Gather the views, feelings and ideas from parents/carers
- Ensure that parents/carers are represented on all relevant meetings where their voice should be heard.
- Really make a difference for families with children and young people with a disability.

9. How will I benefit?

Volunteering with us has many benefits for you.

- Opportunity to network with other parents/carers, make new friends.
- Learn a range of new skills
- Improve your own knowledge of SEND and services to benefit your family
- Build your confidence
- Improve your future job prospects.
- More important to have fun!

Role Description created Sept 2019