

Versus Arthritis

Volunteer Role Description

Role title:	Network Organiser (Community Networks).
Staff contact:	Regional Officer/Service Coordinator/ Volunteer Experience Coordinator.
Location:	A community-based venue or online.
Time commitment:	Frequency will depend on how often the group meets. Approximately 6-8 hours per month including supervision, support, and volunteer networking events.

How you will make a difference

Versus Arthritis is here to make sure that people with arthritis have the support and information they need to live well with their condition.

Across the UK, our community network of peer support volunteers are a vital part in supporting people affected by arthritis. They provide a sense of belonging, unity, and friendship and deliver services and support in their local community.

We are looking for someone who

- Understands the impact of arthritis.
- Can support and empower adults experiencing arthritis without giving advice.
- Can communicate well in person, through email or on the phone.
- Digitally competent and can work with a device such as laptop, smartphone or tablet to confidently undertake the essential admin and engagement required for the role.
- Is confident to run a peer support network meeting and facilitate sometimes sensitive discussions, acting where needed, for the purposes of safety and inclusion.
- Is able to be punctual, reliable and committed.

- Is over the age of 18.
- Is caring, sensitive and empathetic to all people regardless of their age, gender, sexual orientation, disability, ethnic origin, faith and culture.
- Is confident, positive and enthusiastic.

What you will be doing

- Acting as network contact for resources and support.
- Managing the network budget, including keeping track of spending and booking venues and refreshments.
- Using our online services database to register people and record participant attendance and organising the programme of activities including booking people to give talks.
- Promote your network and the work of Versus Arthritis in your local area to encourage a greater diversity of participants.
- Recruitment of Network Support volunteers.
- Acting as the network's main safeguarding contact.

What we ask of you

- Follow Versus Arthritis' brand guidelines when promoting your group.
- Follow all relevant Versus Arthritis' policies and abide by our values and behaviours.
- Help us to collect and submit relevant information such as a register of attendance, which supports our feedback to funders, charity commission and fundraising regulator.

Practicalities

- You will speak to a staff contact to talk through the role and agree if this is the role for you.
- This role will bring you into contact with vulnerable adults and is subject to safer recruitment practices therefore we will ask you to provide the names of two people, one of which must have known you for at least two years, who can offer a reference for you; this could be a colleague or a friend but not a family member.

- To support safe recruitment, you will be asked to undertake an identity check and the appropriate level of criminal record disclosure screening: **This role involves working with vulnerable adults and will require the volunteer to have an Enhanced Criminal Record Check, dependant on nation specific requirements and guidelines.**

Before you begin

- You will be required to complete the organisation induction and all mandatory training for the role.

What you will get in return

- Induction into your role.
- 24-hour access to our Volunteer Hub for support, information and resources.
- Ongoing support and supervision from a named member of staff who will support you with practical guidance and help you to deliver a successful group.
- Training, resources and support to confidently understand and report safeguarding issues.
- Reimbursement for reasonable out of pocket expenses (see the expenses policy).

Safeguarding and Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. During the recruitment process we will undertake safer recruitment practices and relevant checks to ensure applicants are suitable to work with children, young people and vulnerable adults.

This role DOES require a Criminal Record check.

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