

# Volunteer Role Profile

Volunteer Role

**Online Meeting Assistant**

Volunteer Manager

**Programme manager**

Where you will be based

**Home**

## Why we want you

One of the key goals at Parkinson's UK is to improve life for everyone affected by Parkinson's. Making the activities of Parkinson's UK available to as many as possible is one way in which we are working towards this goal. Over 2020 and 2021 we've moved many of our usual in-person activities online, and we're looking for volunteers to provide support with video-conferencing during our online programmes and activities. You will facilitate other volunteers to deliver activities to people with Parkinson's, and their family and friends, and health and social care professionals.

Before deciding whether this role is for you, you will have the opportunity to speak with your staff contact. They will help you assess if the volunteer role is suitable for you and if you are right for the role. Your staff contact, comprehensive training, and peer support will be available throughout your early months.

## What you will be doing

- You'll agree with your staff contact the programme team the number of online courses or sessions you can commit to per year.
- You'll support the other volunteers and the attendees with using the online meeting and video-conferencing software during the session
- You'll set up the online sessions for the activity in advance, and you'll share any slides, launch polls and set up break out rooms as required during the sessions.
- You'll help ensure that people taking part are supported with any difficulties they may experience throughout the online sessions, such as using chat functions in an online meeting.
- You'll participate in regular support meetings (virtually) with other volunteers and the programme staff team / your staff contact.

## The skills you need

- You'll be computer literate and familiar with video conferencing software such as Zoom or Google Meet, and have basic administrative skills.
- You'll need a laptop or computer which has a webcam and a reliable internet connection.
- You'll be warm, friendly, empathetic and able to connect with people from a wide range of backgrounds

- You'll be enthusiastic and have good communication skills: you'll need to be able to explain how to use video-conferencing tools, in plain English, to participants with varying levels of digital skills and confidence.
- You'll enjoy working as part of a small team with volunteers and people affected by Parkinson's
- You'll be able to follow instructions to maintain an accurate and consistent delivery of Parkinson's UK programmes.
- You'll have an understanding of Parkinson's and the wider work of Parkinson's UK (training will be provided on this) and have empathy with the aims of the charity.

### **What's in it for you**

- You'll know that you are supporting people with Parkinson's, their families, friends and carers, and professionals who care for them.
- You'll increase your knowledge and understanding of Parkinson's and the support and information available, and the work of the charity.
- You'll increase your knowledge of facilitating virtual activities.
- You'll be part of a UK wide organisation that values and recognises the vital contributions of its volunteers.
- You'll develop experience working as part of a small team.

### **Disclaimer**

You will receive an induction to the work of the charity and to the programme you're volunteering with. You will have the opportunity to attend a virtual event delivered by an existing volunteer and the chance to ask any questions with regard to delivery or content after. You will undertake mandatory advanced data protection and safeguarding training, and we'll make sure you are familiar with any connected policies and procedure agreements. Additional opportunities for training such as presentation skills or IT skills will be provided as and when identified, and your staff contact will discuss this with you during your application process.

We'll provide you with a Zoom Pro license so that you can set up the Zoom meetings for each session within an online programme, if Zoom use is required.