

## ROLE DESCRIPTION

<b>VOLUNTEER POST TITLE:</b>	<b>Employment Support Volunteer</b>
<b>RESPONSIBLE TO:</b>	Employment Support worker
<b>HOURS:</b>	We would suggest a minimum of 2 hours per week on average

### ABOUT THE CHARITY

Established in 2000, Caudwell Children is a national charity which works to transform the lives of disabled children and their families, enabling them to challenge the barriers they face throughout childhood by providing practical and emotional support.

The charity is going through an exciting period of growth having recently opened a new state-of-the-art facility for multi-disciplinary therapy programmes for childhood disability and research of neurodevelopmental conditions, including autism, within the grounds of Keele University.

The Service Delivery Department is responsible for ensuring the beneficiaries of the charity receive high quality services. We offer services to children and support to families which include, advice and signposting to local services available to individuals anywhere in the UK, we accept applications for, and subject to a set of financial criteria will contribute funding towards some specific therapies, provision of resources such as specialist wheelchairs, car seats, tricycles, sensory stimulating equipment and sports equipment, we have specialist autism services and accept referrals to assess and diagnose autism in 4 to 11 year olds and provide information, workshops and advice to families with a child with autism, and we have an employment service for autistic young people up to age 25 years to support the transition into the digital skills workforce. This volunteer role is specifically to support the employment service.

### PURPOSE OF THE POST

Mission centric Volunteering is instrumental to the growth of Caudwell Children. The purpose of this post is to enable the Service Delivery directorate to reach departmental goals and objectives and ensure the charity mission is achieved. These goals are:

- Provide best possible services to beneficiaries in line with consulting on their needs
- User led within overall aims of charity

- To improve the quality of life of disabled children in the UK

## **ROLE AND RESPONSIBILITIES**

- Meeting and greeting learners for workshops
- Gathering, analysing and collating information
- Helping design and implement workshops
- Help to complete an initial assessment of learners to assist in programme pathway

This list is not exhaustive

## **PERSON SPECIFICATION**

### Essential Criteria

- Ability to communicate effectively with both learners, parents/ staff (including those with communication special needs)
- Enthusiastic
- Motivated and want to help
- Willing to learn
- Can do attitude
- Smiles a lot
- Friendly manner
- Well organised with good time management
- Computer literate (ability to create resources eg: activity sheets for young adults)
- Good telephone manner
- Ability to extract meaningful information from an internet search/ telephone conversation or completed form and then communicate this effectively to others
- Reliable
- Experience and understanding of Autism

### Desirable Criteria

- Experience of working/ volunteering in the Charity/Third Sector would be advantageous
- Understanding of a CQC regulated service

## **DISCLOSURE AND BARRING SERVICE CHECKS**

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks,

in line with the Rehabilitation of Offenders Act (1974). Dependent on the role, one of the following DBS checks may be carried out:

- Standard disclosure
- Enhanced disclosure
- Enhanced disclosures with children's and/or adults' barred list check(s):