**Volunteer Role Description Form**

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| **Name of role**  | Podcast Support Volunteer |
| **Service**  | Leep1 |
| **Purpose of role** | The Podcast Support Volunteer’s purpose it to help one of Leep1’s member’s to create monthly podcasts with useful information on topics of their choice. These might be about learning disabilities, down syndrome, mental health, mindfulness, exercise, creativity, disability etc. and could be up to half an hour or hour long pending on the topic.Susan Hanley is an inspiration to us at Leep1 and so many adults with learning disabilities across Leeds. As a woman with Down syndrome, she believes that people with learning disabilities should have the same opportunity that everybody enjoys. Her drive and commitment to improve the lives of learning disabled people is astonishing, and motivates others. Susan’s personality and sense of humour lights up any room; she has a drive and tenacity that means she never gives up.Susan is also co-chair of Leeds Learning Disabilities Partnership Board. With five years in this role Susan has played an important part in leading improvements, challenging prejudices and getting the voice of people with learning disabilities heard.SUSAN HANLEY – Leep1 |
| **Duties/activities**  | * Building a podcast plan, choosing the topic, and identifying the content for podcasts
* Promoting of podcasts
* Meeting with Leep1, other members at Leep1/Cafe and arranging guests to appear on podcasts
* Identifying people’s point of views or experiences on varies topics, with a focus on learning disabilities
* Supporting to record the podcast and edit it.
* Supporting the distribution of podcasts.
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| **Key skills/qualities a volunteer needs for this role** | * Local knowledge of Leeds and what’s happening in and around Leeds
* Understanding of the usefulness of podcasts
* Interest in learning disability services
* Experienced at creating, recording and/or editing podcasts and using social media
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| **Requirements of role (checks and training)** | Leep1 runs an on-going Induction program according to individual availability, followed by a group training course as follows:  * One day Learning Disability Awareness
* Safeguarding Adults Training
* Autism Awareness Training

The training course looks at how best to support people with learning disabilities.  The volunteers are supervised by the Deputy Manager.     |
| **Time commitment required** | flexible but would preferable every Thursday  |
| **Contact details**  | Helen Whitelam  Leep1 Manager  Tel: 078529033266/0113 243 9477   Email: manager@leep1.co.uk   |