Volunteer role description form

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| **Name of role** | Research and Admin Volunteer |
| **Service** | Leep1 |
| **Purpose of role** | Leep1 means Leeds People First and is run by our members. It is a self-advocacy group for adults with learning disabilities speaking up for themselves. We talk about things that matter to us such as: news, transport, grants for money, benefits, health, hate and mate crime and campaigning. |
| **Duties/activities** | * Inputting data and collect information via spreadsheets, databases, and surveys. * Network with other learning disability charities and research new partnership opportunities * Researching potential opportunities though networks, community groups and associations, local companies * Researching new opportunities of people with learning disabilities, for example in employment or social events * Researching community websites and other online resources we could use to publicise Leep1 events and reach new volunteering opportunities * To research local and national disability charities to share good practice and look for new community opportunities * To research and keep up to date with local and national learning disability campaigns, such as disability hate and mate crime. * Supporting Leep1 Manager and Deputy Manager with Admin duties |
| **Key skills/qualities a volunteer needs for this role** | * Access to the internet and the ability carry out research * Basic Excel spreadsheet experience * Attention to detail * Accurate data entry skills * Ability to work independently |
| **Induction, training and supervision** | We will provide all necessary training and support for volunteers to carry out and develop in their role. We also know volunteers will bring experiences, skills and knowledge that we, individually and as a team, will be able to learn from.  The induction and training will include:   * Induction session * Introduction to Leep1 * Introduction to working with people with learning disabilities * Safeguarding Adults and Children * Lone Working   After training and induction, you will continue to receive ongoing support and guidance and regular supervisions. We have regular team meetings where you can get support from other volunteers as well as access to additional training. Travel expenses are covered by the organisation. |
| **Time commitment required** | This role is very flexible and can fit around your other commitments. The role can be carried out homebased but ideally living in Leeds to have to local knowledge. Also have the flexibility to work in the office and in the wider community. |
| **Contact details** | Helen Whitelam  Leep1 Manager  Tel: 078529033266/0113 243 9477  Email: manager@advonet.org.uk |