

Volunteer Role Profile



Volunteer Role

Branch Volunteer - Bristol Branch

Volunteer Manager

Senior Branch Engagement Officer

Where you will be based

Community

Why we want you

The charity has around 100 branches, all run by volunteers, who provide local support to autistic people and their families. Every branch is different and so are the activities they provide – they may run parent support groups, adult social groups, children’s activities, conferences or focus on providing information or campaigning. However, no matter how big or small, all branches are hugely valued by the people in their local area.

General Bristol branch Volunteer including helping out with the Super Swimmers Academy admin and lessons once a month

What you will be doing

- Managing waiting lists- Entering details of current Splash and Play and SSA members onto a Microsoft Team channel
- Writing and responding to emails currently in the SSA email account e.g. sending out registration forms and contacting waiting list applications when spaces become available
- Being a point of contact for current Super Swimmers -Via email, posting events and achievement via SSA Facebook page
- Helping to organise the swimmers on the evening by putting them into the appropriate Rockhopper STA level group. Making the list of the groups and the times for the evening by working with the swimming instructors informing them of their groups
- Printing out the Rockhopper levels and ordering badges and certificates
- After the session communicating any info to parents. Managing any absences
- Sorting out the evening’s finances
- Being a general branch volunteer at special occasion events

The skills you need

- Good IT skills and the storage of files on an NAS secure Team channel
- Good organisational skills
- Accurate record keeping
- Able to communicate clearly and confidently both in person and by email
- Aware of importance of managing money safely and accurately



What's in it for you

- Improve support to autistic people and their families in your local area
- Access free training and learn new skills

Disclaimer

We seek applications from anyone interested in the role, but particularly welcome applications from those on the autism spectrum.

You will need to live locally to be able to do this role