

Volunteer Role Profile



Volunteer Role

Family online branch volunteer

Volunteer Manager

Senior Branch Engagement Officer

Where you will be based

Home

Why we want you

We have 116 volunteer-led branches across the UK, covering almost three quarters of the country. We also have online branches for autistic people with a shared interest, identity or experience. Our hard-working volunteers run support, information and social activities for autistic adults, children and their families in their local area. They also organise and join in with fundraising and campaigning.

The Autism Plymouth Parent Support (APPS) group is part of the NAS Plymouth and District branch. The group meets online once a month and the new volunteer would help to facilitate these meetings. The APPS group has an active Facebook page, this role involves monitoring and approving new members, so that this platform remains a safe place for parents/carers to talk. They post regular, engaging, Facebook post. The role also involves monitoring the group's email inbox and signposting enquiries appropriately.

We are looking for a volunteer with a good understanding of the autistic perspective and autism culture. Being autistic themselves or a parent of an autistic person, would allow them to draw on their own experience and knowledge. An understanding of the SEND law would also be an advantage. An interest in social media, and potentially those looking to develop some leadership skills through facilitating online meetings. The role is fully supported by the Senior Branch Engagement Officer and the other branch volunteers. You will receive full guidance and training for everything you'll need to do.

What you will be doing

- You will support online branch with one other volunteer
- Provide coordination of the branch with other volunteers
- Creating posts on the Facebook page to keep engagement up and encourage interaction. (We recommend at least 3 posts a week).
- Taking responsibility for organising and planning the Teams meetings. (We recommend at least one Teams meeting per month).
- Monitoring the chat box during a Teams meeting and responding to any questions or comments.
- As meeting facilitator of the branch you will be responsible for making sure everyone at the Teams meeting abides by the branch rules/guidelines e.g. not sharing personal contact details, that everyone in the branch listens to and respects the thoughts and opinions of other



branch members.

- Contacting branch members via the Facebook page or email to let them know when the next meeting will be and give them any information they may need.
- Facilitating to make sure that those who wish to attend the Teams meeting have the information they need and understand the guidelines for online branches
- Providing admin support to the branch. This includes: responsibility for the branch emails, responding to enquires, validating, and contacting new members.

The skills you need

- Reasonable IT skills
- Confident using a computer to send and receive emails and to connect to others online.
- Knowledge of Facebook or willingness to learn.
- Access to a computer or tablet and a good internet connection
- Ability to listen and involve others in the online branch.
- A quiet space where you can be involved in the online meetings without interruptions from others in your household.

What's in it for you

- Improve support to people on the autism spectrum and their families.
- Satisfaction of making a real difference to the people we support.
- Share your skills, knowledge and experience
- Build social media, content planning and online engagement skills.
- Through online branches enable us to support a greater number of people.
- Access free training and learn new and transferable skills.