

# Volunteer Role Profile



Volunteer Role

**Branch Co Chair Volunteer**

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.

Branches are run entirely by volunteers with advice and support from the national charity.

The Branch Co-Chair jointly helps to run and coordinate the branch. Without these roles, we would not have as many branches as we do.

## What you will be doing

- Arranging committee meetings. This also involves setting out what needs to be discussed at meetings, ensuring that each issue is covered and that other people have a chance to speak. A minimum of 5 committee meetings per year should be attended.
- Helping the other Co-Chair to develop and run local activities such as support groups, social clubs and activity groups.
- Organising and checking suitability of external speakers and visitors to the group and upholding our commitment to safeguarding.
- Contributing to the development and continuing improvement of the branch.
- Making the other Co-Chair and the rest of the committee aware of the views of branch members and members of the public and report any concerns.
- Raising the profile of the branch within local community and liaise with NAS.
- Ensuring your branch complies with NAS policies including risk assessment, data protection and safeguarding.

## The skills you need

- Confident in volunteering with and communicating with other committee members, and individuals and organisations outside of the branch.
- Confident and comfortable speaking publicly.



- Able to motivate people and help people work together.
- Able to tackle difficult issues and problems and situations and involve other people where necessary.

### **What's in it for you**

- Improve support to autistic people and their families in your local area.
- Build up an understanding of autism by volunteering with autistic people.
- Access free training and learn new skills.
- Meet new people.
- A worthwhile achievement to add to your CV.
- Having fun whilst carrying out a valuable role.
- Volunteering can keep you mentally stimulated and provide you with a sense of purpose.
- This is a rewarding and fulfilling opportunity and will allow you to make a difference to those you are supporting and their families.

### **Disclaimer**

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