

Bexley Voice - Volunteer Roles Available February 2019



For more information on volunteering for Bexley Voice, visit our website. If you would like to apply for a role, please complete the on-line volunteer recruitment application form on our website.

www.bexleyvoice.org.uk

All Bexley Voice Volunteers:

- ✓ Will be joining a fantastic team of volunteers already supporting parent/carers and families in Bexley of children and young people with SEND.
- ✓ Will receive a full induction about the role/s they wish to commit to.
- ✓ Can claim basic expenses such as travel with approval if appropriate

Volunteer	School Visit Programme - Admin Support (Administration)
Description	BV runs a school visit programme for parents and staff, visiting infant, primary, secondary and FE education venues around the borough. We speak about what support we can offer, local organisations, Bexley's Local Offer, EHC Plans and more.
Role	Liaise with BV SV Coordinator to plan list of schools to contact. Contact schools by email or telephone to arrange visit dates. (keep records) Email school parent/staff visit confirmation letter and update SV registration list. Contact school prior to visit to confirm arrangements. Keep the BV SV Coordinator updated with requests, cancellations and updates.
Commitment	Volunteer from your own home (will need computer/telephone access) or come to the SEND HUB on Mon/Wed/Thurs – 9.30-12.30. Administration - approximately 1 hour per week planning/organising.

Volunteer	School Visit Programme - Visit Support Assistant (Face-to-Face)
Description	BV runs a school visit programme for parents/carers visiting infant, primary, secondary and FE education venues around the borough of Bexley. We speak to approximately 10 parent/carers about what information and support we can offer, other local/national organisations, Bexley's Local Offer, EHC Plans and more. They are informal and an opportunity to support parent/carers face to face.
Role	Assist in setting up the room – laying out membership forms, leaflets and pens. Ensure every attendee completes their details on the sign-in sheet. Give out and help parent/carers complete member and feedback forms. You will be giving basic training in advance. You will not have to speak until you feel more able/confident to do so.
Commitment	Visit and travel time - approximately 3 hours per month. To attend 1 school visit per month (normally 9.15-12.15, term time only) as a support assistant to a BV Management Committee member who will take the lead. Dates and locations will be arranged in advanced. You would be expected to travel to the school location by your own means, although we may be able to arrange collection if possible.

Volunteer	BV Website - Proof Reader (Administration)
Description	Bexley Voice has a large website providing SEND Information for children/young people aged 0-25.
Role	To research, proof read and provide feedback on both websites. You will need to provide by email a short written regular (minimum monthly) report to the BV Committee on new/appropriate information gathered, updates, out of date information, missing content, broken links and incorrect spelling/grammar. You will not be required to make any changes to the actual live website. These will be done by a professional website manager.
Commitment	Working from home, can be done anytime day or evening. Minimum commitment is 3 hours per month with at least one report. Access to a computer with internet and basic use of Word is essential.

Volunteer	Parent Representative
Description	<p>A key role of BV is to provide a voice for our SEND Parents/carers. For us to feed in wherever we are invited, we need a team of parent/carers who are able to attend a range of meetings with the Local Authority, voluntary organisations and service providers.</p> <p>We currently have a wide range of opportunities available and it works well if reps are involved in areas they either currently use or have recently experienced. Ideally, we would like a team to call on who have identified the areas they are interested in.</p> <p>Some areas might include: Early Years, All aspects of Preparing for Adulthood, SEN Support, Health Therapies, Transport, Short Breaks and Leisure provision. These are just some examples, there may be something else you are keen to get involved with.</p> <p>We currently have a very small team which needs to grow, to meet the increasing requests for BV involvement.</p> <p>Volunteer Reps would receive:</p> <ul style="list-style-type: none"> • An induction session with our Volunteer Coordinator • A meeting with the Parent Participation Coordinator to discuss strengths, interests, availability, time commitment requirements, expectations of reps and areas where support is required. • The opportunity to attend meetings with more experienced reps before they take on the role of rep for a specific area/meeting.
Role	<p>This will vary, depending on the area of involvement. Broadly, a rep does the following:</p> <ul style="list-style-type: none"> • Commits to attending a series of meetings (eg Autism Board, Carer's Partnership Board, CYP Network Meeting, Short Breaks engagement meeting) • Acts as the named contact for the Local Authority in this area • Receives the minutes and attachments and prepares for the meeting (sharing where appropriate with the BV team beforehand to identify areas of concern/issues to raise) • Attends the meetings and ensures if not able to attend that they organise another BV rep to cover and advise the meeting organiser. • Writes up notes after the meeting (there is a form) for the Committee and circulates any formal minutes where appropriate.
Commitment	This will vary depending on the regularity and complexity of the rep role taken on.

Volunteer	BV Resource Co-ordinator (Administration)
Description	BV provides information via leaflets about local and national organisations who provide support and information.
Role	<p>Keep an up to date list and stock supply of priority leaflets.</p> <p>Research and contact new and existing organisations for information.</p> <p>Collect leaflets locally if required or photocopy if printed copies unavailable.</p> <p>Assist in arranging the collating of the BV parent resource pack.</p>
Commitment	<p>One morning per month - working at the BV SEND HUB – Mon/Wed/Thurs – 9.30-12.30 plus approximately 2 hours per month working from home, can be done anytime day or evening.</p> <p>Access to a computer with internet and basic use of Word is essential.</p> <p>Able to contact organisations by email (and telephone if needed).</p> <p>A car driver would be preferable but not essential.</p>

Volunteer	BV Promotion (Information/Leaflet Organisation)
Description	BV would like to inform all parents and carers in Bexley who need our support what we are able to offer. There are many venues across the borough that do or may be able to hold a stock of our leaflets or display a poster on their notice board. This includes schools, appropriate hospital departments, doctor's surgeries, playgroups, nurseries and many more.
Role	<p>Liaise with BV MC for appropriate venues.</p> <p>Keep an up to date list of venues that hold our information.</p> <p>A car driver would be preferable but not essential.</p> <p>At venues:</p> <ul style="list-style-type: none"> • Top up existing leaflet displays / put up and replace posters. • Ensure staff at the venue are aware of Bexley Voice and how we can offer support.
Commitment	<p>Working from home and at local venues throughout Bexley, can be done anytime day or evening.</p> <p>Minimum commitment is 6 hours per month.</p>