

Office Volunteer

Role Description



Job Title	Office Volunteer
Category of Staff	Volunteer
Location	Downright Special, Bransholme-based, covering Hull and East Riding of Yorkshire / home-based
Hours of Work / Working Pattern/Special Arrangement	2-3 hours every Thursday morning in term time
Salary	Voluntary position but agreed reasonable expenses will be reimbursed
Overall Purpose of the Job and its Primary Objectives	
Downright Special supports children with Down syndrome, their families and the professionals who work with them. We run weekly, term-time play and education sessions and as part of this we make bespoke resources for each child / lesson. Due to maternity leave we have a vacancy for a volunteer to help us with the preparation and laminating of these resources. From time-to-time the role may also involve other support with lesson preparation, and general office support such as filing.	
Key Responsibilities and Duties	
<ul style="list-style-type: none">• Working alongside our teaching staff laminate and prepare resources for lessons• Be familiar with Downright Special policies and procedures such as our safeguarding policy , health and safety and confidentiality• Raise Awareness of Downright Special	
Key Relationships	
<ul style="list-style-type: none">• Work with Downright Special teaching staff and Charity Manager• Report directly to Downright Special's administrator	
Working Context	



Downright Special
Bodmin Road Church Office, Padstow Close, Bodmin Road, Bransholme, Hull HU7 4HE
Tel: 01482 420160 E-mail: enquiries@downrightspecial.co.uk
Registered Charity Number: 1175863

www.downrightspecial.co.uk



- All Downright Special posts are subject to enhanced DBS disclosure.
- Work in accordance with all Downright Special Policy documents.
- To undertake any other duties as required by Downright Special, commensurate with the nature of the post.

Skills/Experience Required

- Personal and friendly manner
- Organised and efficient
- Honest and trustworthy
- Must be available every week in term time.

Training

- Full induction to Downright Special
- Support with understanding your role and responsibilities
- Ongoing contact and support from the Charity Manager and your key contacts in the charity