

**Volunteer Group Leader**

**Role Description**

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| **Role Title** | **Volunteer Group Leader** |
| **Responsible to:** | Group Organiser |
| **Time Commitment:** | Up to 4 hours weeklyMinimum of 1 year |
| **Location:**  | Community Based |
| **Why we need your help:**There is a need for Volunteer Group Leaders at Bristol After Stroke to make sure all our volunteers are made to feel welcome, given the information they need for their role and thanked for their contribution. The Volunteer Group Leader will support Bristol After Stroke with the recruitment of volunteers, as well as the induction, and support of volunteers. In addition, they will be the key point of contact; both for volunteering enquiries from the Bristol After Stroke office as well as representing the volunteers at group, reporting back any queries, concerns or requests they may have.  |
| **Role Summary:** | * Help identify need for new volunteers and opportunities.
* In line with organisational procedures support recruitment and advertising for new volunteers.
* Support the interviewing of new volunteers.
* With support from Group Organiser deliver volunteer induction and ongoing support.
* Following feedback from group volunteers contribute to Volunteer Day content, including training needs etc.
* Key point of contact for all group volunteering communication.
* Support existing volunteers by making occasional calls / setting aside time to check that all is well with them in their volunteer role.
* Provide updates to staff at Bristol After Stroke.
* Attend a 6 monthly meeting with other Volunteer Group Leaders to report back the views of volunteers and their needs to staff at Bristol After Stroke.
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| **Skills and Experience:** | * Good Leader - to be able to encourage others, sharing enthusiasm and experience.
* Good organisational skills.
* Good communication skills.
* You’ll have empathetic listening and interpersonal skills and be able to support a group of volunteers.
* Continue to follow all Bristol After Stroke Policies and procedures.
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**What we can offer you:**

* Training and support and supervision in the role.
* You will be supported in your role by the **Group Organiser and Chief Executive** and other appropriate members of staff as needed.
* Bristol After Stroke Newsletters; keeping you up to date on charity news and other volunteer opportunities.
* You will have the opportunity to meet with other Bristol After Stroke volunteers.
* You will be able to claim reasonable travel expenses.

**What we ask of you:**

* To keep to all the charity’s policies, values and guidelines.
* To complete any necessary training for the role.

Bristol After Stoke

Feb 2019