

## **Role Description**

### **Bristol Administrative Volunteer (at least 4 hours per week)**

#### **Where will I be volunteering?**

We are the UK charity for children's palliative care. We are here to support and empower families caring for seriously ill children, and to build a strong and sustainable children's palliative care sector – so that no family is left behind.

We directly support children and families through our helpline and the information and resources on our website, which help ensure that families can find the right local services and make the right choices about their child's care. We support all the professionals, children's palliative care services and children's hospices that deliver lifeline care. We have over 1,000 members, including children hospices, voluntary sector organisations and statutory service providers. By working together, we provide a strong and unified voice for the sector, and help services deliver the best quality care and support tailored to each family's needs.

We work with the public, politicians and companies to raise awareness, advocate for change, and increase funding for children's palliative care services. Our Families Team supports families with children affected by life threatening or life limiting conditions. We also provide support and information to professionals across the children's palliative care sector. The volunteer will support the work of the support line and family projects.

#### **The Placement**

Together for Short Lives are offering a volunteer placement at their Offices in the centre of Bristol. This placement is an opportunity for anyone wishing to gain experience in general administration, looking to enhance their skills and gain practical experience of working in an office. It will particularly suit someone who wishes to learn more about children's palliative care and support for families across the UK.

We are looking for a committed volunteer who has an eye for detail and who will take pride in delivering a consistent and excellent service for our service users.

You will receive full training, supervision and travel expenses.

#### **What will I be doing?**

- Sending resources out to families and professionals by post (as requested).
- Cataloguing and organising publications
- Helping the Family Support and Engagement officer to raise awareness within the organisation of the work of the team.
- Supporting the general work of the team with administration
- Desk based research on new services and support for families

#### **Volunteers must meet the following criteria:**

- Be reliable and punctual.
- Have good communication skills
- Have basic administrative skills
- Be empathetic to the needs of families in our service user group
- Aged 18+
- Be available for at least 4 hours per week (ideally)

#### **What support will I receive?**

- Induction training to prepare you to volunteer
- Regular support from your volunteer supervisor
- Out of pocket travel expenses will be reimbursed.

#### **Progression & Development**

There may be opportunity for you to progress into other volunteering roles within Together for Short Lives or apply for paid roles at Together for Short Lives.

**Closing Date: 30 July 2018**