**Volunteer Role Description**

Thank you for your interest in volunteering with us! We rely on the help and dedication of volunteers to support the wide range of services that we provide to people living with sight loss in the area, and we recognise the huge contribution our volunteers make to the effectiveness of our organisation.

**Role:** CommunityRepresentative

**Location:** In your local area within Bristol, Bath and North East Somerset, South Gloucestershire, Wiltshire, Swindon and Gloucestershire

**Purpose:** We are looking for outgoing and enthusiastic individuals who are passionate about the work that we do and would love the opportunity to help raise awareness of our vital services within their local area and in so doing increase our reach and support.

## What will you be doing?

This role is flexible and will vary depending on the area you live in, the requirements of the team and your own skills/interests. However, you can expect to fulfil some (or all) of the following tasks:

* Using your local knowledge to find suitable venues to display leaflets, and posters about our service then ensuring these are kept up to date
* Liaising with local publications, such as parish magazines and newsletters, to feature adverts and/or articles about our work
* Supporting the fundraising manager in finding suitable local fundraising opportunities - such as summer fetes, Christmas carol concerts, or local companies - and attending events to receive cheque donations
* Representing the charity in a professional manner
* Scouting out suitable accessible local venues to hold events - such as drop ins, fundraising stalls, social groups and information days - and supporting those events when required
* Keeping us up to date with activities in your community, which might be of interest to our clients

## What skills and experience are needed?

* Friendly and approachable
* Comfortable in a public-facing role
* Good knowledge of your local area
* Good organisational skills
* Self-motivated and proactive

## What will you gain from the role?

* The knowledge that you are helping to make a real difference to the lives of people living with sight loss in the local area
* Experience of working with a variety of people
* Experience of working for a local charity
* Useful advocacy, research and marketing skills

## What support will be given?

* Induction
* Understanding Sight Loss Training
* Additional training as required
* Expenses
* Supervision and support from the Volunteer Coordinator

## When and how often will you be needed?

This role can be flexible to fit around your availability. We ask for a minimum contribution of 3 hours per month

## References and Checks

Two references will be required prior to starting in role

## Other

This role could be combined with a number of other volunteer roles, such as Event Supporter and Social Group Facilitator

## End of Document

Tel 0117 322 4885, Email info@sightsupportwest.org.uk

Sight Support West of England, Vassall Centre, Gill Ave, Bristol BS16 2QQ. Registered charity no. 1178384

Wiltshire Sight, St Lucy’s Sight Centre, Browfort, Bath Road, Devizes, SN10 2AT. Registered charity no 1119462

Insight Gloucestershire, 81 Albion Street, Cheltenham, GL52 2RZ. Registered charity no 204279