

Lead Volunteer Role Description

Our 50 Local Networks operate across the UK bringing local people affected by Crohn's and Colitis together and raising awareness of the conditions with members of the public. From educational talks to social events, we help give people the comfort and confidence to live freer and fuller lives. And together, we can make our voice heard.

Each Local Network is run by an Organising Team; a group of 6-10 volunteers responsible for putting on events and engaging with their local Crohn's and Colitis community. The entire Organising Team is expected to contribute to the upkeep of engagement and organisation of events, with two key volunteers taking on the specific roles of Lead and Finance.

What this role involves:

- Facilitating Organising Team meetings
- Leading on the planning and delivery of events, delegating responsibility and ensuring roles are undertaken as agreed
- Acting as the main link between Crohn's & Colitis UK's volunteering team and the Network, working to achieve targeted activity and provide regular updates
- Taking up regular training and development opportunities, as provided
- Engaging with your local community including supporters, healthcare professionals and the public
- Supporting the awareness and education of your community around Crohn's, Colitis and our work
- Representing Crohn's & Colitis UK on a local level and using your network's presence to further our work and promote our national campaigns
- Volunteering within Crohn's and Colitis UK Terms of Reference, guidance and procedures

Specific tasks may include:

- Reaching out to local business and community champions for awareness opportunities
- Liaising with medical professionals to secure speakers and venues for events
- Contacting potential new volunteers as part of our central recruitment process
- Completing quarterly reports and responding to volunteering team requests and opportunities
- Deciding on meeting dates and ensuring as many volunteers attend as possible
- Attending fundraising events and collecting funds
- Running awareness stalls and being at education and social events
- Writing for and editing the Network's newsletter

Who we are looking for:

- Outgoing individuals with great interpersonal and leadership skills or a desire to gain confidence and improve on this area
- Flexibility and commitment to the role
- Great organisers capable of making plans and seeing them through
- People committed to improving the wellbeing of others

What we can offer you:

- A great addition to your CV
- Leadership experience
- An insight into third sector working and community engagement
- A chance to be involved with campaigns and projects in their early stages
- A chance to meet people from all walks of life and give back to your community by making a difference to the lives of people with lifelong illness