



REMAP is a national charity which helps around 3500 disabled people every year to achieve greater independence and a better quality of life.

Established in 1964, REMAP is the UK's only charity providing innovative, custom made and personalised equipment for disabled people.

To meet the unique needs of disabled individuals, our dedicated volunteer makers design and create equipment when no commercial alternative exists, at no cost to the individuals we help. To see how we help visit our website: www.remap.org.uk

About REMAP Branches

We have over 60 REMAP branches across the UK and all of our branches are led by volunteers, who dedicate their time and skills to supporting disabled people in their local area.

Each REMAP local branch is led by a branch Chair supported by a variety of volunteers in roles such as vice chairs, fundraisers, publicists, secretaries, treasurers, etc.. Tasks and roles are flexible.

Who are we looking for?

If you are **organised** and you **enjoy administration** tasks, then join your local REMAP's branch welcoming volunteer community.

Time, location and support

The Administrator volunteer role is based in your local area. There are no set shifts. It is a mixture of remote and face to face often monthly meetings. **Tasks and time commitments are flexible.** You will receive a local Branch induction, and ongoing support. You will have the opportunity to discuss any adjustments or additional needs.

Skills & qualities

- Excellent English language skills – spoken and written.
- Confident using Microsoft Office, the internet and email.
- Comfortable organising the administration of a group.
- Able to follow REMAP policies and procedures.
- Good communication and teamwork skills.

“My lad is profoundly disabled, he can't walk or talk, but he's always loved his bike. Sadly it broke. Joe visited, went away, and simply made the part we needed. No fuss. It's totally amazing.”

To read Daniel's story visit:
www.remaporg.uk/stories/daniel-can-bike-again/

Daniel's adapted bike





Jessie's custom wheelchair rocker

What you will do

- Keep records and data up to date and take notes at meetings.
- Prepare mail-outs.
- Keep people's personal details safe.
- Answer enquiries.
- Access the branch REMAP email and portal accounts.
- Book venues for meetings.
- Ensure branch members are aware of current agreements/activities.
- Apply disability, equality, and inclusion practices.
- Follow REMAP policies and procedures.
- Commit to REMAP's values.

The benefits of volunteering for REMAP

- A sense of pride; your volunteering will help change disabled people's lives for the better.
- Meet new people in your local area.
- Be part of innovative solutions for disabled people.
- A chance to increase skills and gain experience.
- Be part of the REMAP community.
- The chance to develop organisational and communication skills.

Interested?

By volunteering with REMAP, you will be using your administration skills to help disabled people in your local area achieve more independence.