



<b>ROLE TITLE:</b>	Community Group Volunteer
<b>LOCATION:</b>	Wales
<b>RESPONSIBLE TO:</b>	Adoption Community Manager
<b>HOURS OF WORK:</b>	A few hours per month

## About the role

Community groups are facilitated face to face or virtual meetings/events run by community group coordinators who are volunteers. The groups are run to offer local networking, support, information, advice, guidance and a sense of community for adoption UK members.

The role of a community group coordinator is to plan, organise, facilitate and network meeting and events both face to face and virtually for local adoption UK members.

The groups are open to prospective adopters/ adopters awaiting a match and adopters with children. Meet ups are often held monthly although the frequency is dependent on the availability of the community group coordinator.

## What you will be doing

- Plan dates for the community group meetings.
- Inform the Community officer and manager so the admin and booking link can be created for the group.
- Attend the group meetings, welcome the attendees, remind everyone at the start of the meeting about safeguarding and confidentiality, chair the meeting and provide a listening ear and potential signposting to the attendees.
- Ensure Adoption UK's safeguarding policies and procedures are followed.
- After the meeting, send an attendance list to staff at Adoption UK.

# PERSON SPECIFICATION

## The skills and experience you need:

- Personal experience, and understanding of the issues facing adoptive parents
- Caring
- Understanding
- Good listening and communication skills
- Good understanding of the importance of confidentiality
- Ability to respect other people's differences and choices
- Some IT and administration skills
- Confidence to work independently and the ability to recognise when to ask for support or raise concerns if required

## Benefits of volunteering with Adoption UK

- Meet new people and be part of helping adopted young people to thrive
- Access to the online family members area and the opportunity to attend relevant training and development opportunities
- Use and develop your communication, organisational and people skills
- Receive an induction, relevant training, the support you need to carry out the role and agreed out-of-pocket expenses

## Timetable:

This is a rolling vacancy that will remain live, we will contact suitable candidates upon receipt of application.

## Queries:

Would you like to know more about the role or application process? Please email [Rebecca.Lewis@adoptionuk.org.uk](mailto:Rebecca.Lewis@adoptionuk.org.uk) and she will get back to you.

Learn more about volunteering with us:  
<https://www.adoptionuk.org/volunteering>

## Key Information:

Safeguarding role requirements:

All applicants will be subject to an Enhanced DBS