



# Brighton and Hove Speak Out

## Volunteer Role Description

### Drop-in Volunteer: Speak Out Central

#### About us

Speak Out is an independent advocacy charity for people with learning disabilities living in Brighton and Hove. We support people to:

- Speak up and get their voices heard,
- Have control over their lives and find solutions to their problems
- Participate in and positively contribute to their community

#### What we need

**Drop-in Volunteer:** to support people who come to our Speak Out Central drop-ins

#### What the role involves

- Provide support at our Speak Out Central drop-ins
- You will support the drop-in coordinator with any tasks they may need, such as light admin tasks, taking tea and coffee orders or helping to clear up at the end of the session
- You will be interacting with the members of our services, supporting them with self-advocacy tasks and greeting new members who may be dropping by for the first time
- We often have speakers, visitors, art and craft activities etc. come to the drop-ins so you may also be asked to support these
- You will adhere to Speak Out's Code of Practice

#### Support

- Initial induction training will cover the Principles of Advocacy, Speak Out's Code of Practice and how to advocate within this framework, and training to use Speak Out's database
- General support will be provided by the drop-in coordinator.
- Ongoing training opportunities will be available

#### Commitment

- 3 hours, every Tuesday, from 2pm – 5pm
- Located at the Brighthelm Centre, Brighton

## Other volunteering opportunities

As a drop-in volunteer, you'd also be welcome to support our other self-advocacy services such as our self-advocacy groups. This will give you an opportunity to further develop your skills and learn about specific issues that adults with learning disabilities face. Commitment to these groups vary from fortnightly to once a month. If you're also interested in supporting our other self-advocacy services alongside our drop-ins, please tick this box and the group coordinator will be in touch. You can find more about our self-advocacy groups on our website: <https://www.bhspeakout.org.uk/speaking-up-groups/>

*I am interested to find out about and volunteer with other Speak Out's self-advocacy services*

## Benefits

- An opportunity to use and expand upon your existing experience and skills
- Access to a range of free courses and training
- Be part of a team committed to a better, more equal and inclusive society
- Open up career opportunities, develop your CV and gain work references
- To see positive outcomes for vulnerable and disadvantaged people as a direct result of your support

## Essential qualities

- Commitment to equal opportunities
- Good listening and observational skills
- To be non-judgmental and respectful towards people
- Understand the value of independent advocacy and need for confidentiality
- Ability to work independently, use initiative and remain calm in stressful situations
- A willingness to develop skills, engage in supervision and undertake training as required
- Basic IT skills that include Word, Outlook or similar

## Desirable knowledge

- Knowledge and understanding of disability issues and the role of independent advocacy

***When appointed, please sign and return this role description and a duplicate will be forwarded to you***

Volunteer Name:

Signature:

Date:

Staff name:

Signature:

Date:

All Staff & volunteer appointments are subject to satisfactory DBS Clearance.