Volunteer Role Profile

Volunteer Role	**Group Coordinator**
Volunteer Manager	**Staff contact**
Where you will be based	**Community**

Why we want you

Do you enjoy bringing people together and creating a sense of community? Our groups offer friendship and support to people living with Parkinson's and are run by volunteers just like you!

As a Group Coordinator, you'll play a key role in your group by inspiring, coordinating and supporting other volunteers in the group. Together, you'll help organise activities and events and ensure the smooth running of your group. You'll make decisions in an inclusive way, responding to the unique needs of your local Parkinson's community. There are resources and support available to help you carry out the role effectively, so you won't be alone.

The tasks you'll be asked to undertake will vary depending on the group's size and income. Some tasks are core to the role, but we encourage lead volunteers to delegate tasks where possible so volunteering is easy, engaging and enriching for everyone.

Please read this role description alongside the role advertisement for further details and talk to your Parkinson's UK Staff Contact. They are there to help and guide you every step of the way.

What you will be doing

- Acting as a link between your group and the local community.
- Together with other group volunteers, planning and coordinating the group's programme of activities including meetings, talks, classes, and outings.
- Staying up to date with Parkinson's UK training and guidance and sharing it with others in your team.
- Making decisions collaboratively by listening to the views of other volunteers and people affected by Parkinson's.
- Representing Parkinson's UK in line with our values and the Volunteering Agreement.

The skills you need

- You're enthusiastic and committed to your Parkinson's community.
- You're able to bring people together to share tasks and make things happen.

- You have strong organisational skills.
- You’re good at communicating, as well as ensuring that everyone is included and heard.
- You're confident with email and have a willingness to make use of other digital tools to support your role.

What's in it for you

- Make a real difference; you will directly impact people living with Parkinson’s in your community, providing enjoyable and enriching activities.
- Gain further experience; use and build on your skills in leadership, team working, organisation and community building.
- Join a friendly team; you’ll get to meet and connect with other volunteers and staff from Parkinson’s UK.
- Increase your understanding; learn more about Parkinson’s and the support available.
- Be part of a pioneering organisation; join an organisation committed to improving life for everyone affected by Parkinson’s.
- Full support; we’ll give you all the training you need to get started and will be here to support you along the way.
- Expenses covered; we’ll pay any reasonable out-of-pocket expenses incurred as part of your volunteering, in line with our expenses policy.