

Support group volunteer

Stroke Association support groups provide vital support for people affected by stroke in their local area. Built on friendships and fun, groups are a safe and supportive space to try things again, to learn more about stroke and self-care and to build people's confidence as they rebuild their life after stroke.

What the role involves:

As a support group volunteer, you will help with the running of the group. The role is designed to suit the needs of the group, and the skills of people offering support. If you enjoy getting to know your community, working with others and making a real difference then this is the role for you.

We are specifically looking for someone that would like to be involved in an administrator or secretary capacity.

In this role you're likely to be involved in the following:

Supporting the running of the group

- Leading or facilitating meetings with the volunteer team. Discussing the running of the group and making sure decisions are made collectively.
- Circulating meeting agendas and taking minutes.
- Communicating with members about the group over email and other channels.
- Gathering feedback from members.
- Recruit, induct and support new volunteers, liaising with staff as appropriate.

Keeping strong links with your local contact at the Stroke Association

- Being a point of contact with the Stroke Association.
- Dealing with correspondence and keeping staff informed of the group's activities.

Welcoming and supporting people in the group

- Welcoming speakers, new members and visitors.
- Supporting members to take part in conversations and activities.
- Facilitating online meetings.

- Sharing the Stroke Association's wider support offers with members, such as My Stroke Guide, the Helpline and the website.

Planning group activities

- Assist in coordinating activities for the group such as inviting speakers, or booking outings.
- Supporting other volunteers to plan group activities, trips and outings.

Health and Safety

- Being a Health and Safety representative for the group
- Following our fire safety guidelines.

Setting up meetings

- Helping to set-up and clear away at group venues.
- Preparing and providing refreshments.
- Setting up online meetings by sharing information and joining links with members.

Who the role might suit:

- A people person, with good listening skills
- A great communicator who enjoys meeting new people
- Good at putting people at ease
- Reliable and organised
- Passionate about supporting people affected by stroke
- IT literate, have good administrative and record keeping skills and be able to follow relevant policies

What the role can offer you personally:

- As a support group volunteer, you will be part of creating a supportive community for stroke survivors and carers in your local area and online.
- The role is an opportunity to connect with and support your local community.
- You will meet new people who care about the same things.
- You will make a real difference to people's lives.
- A chance to develop new skills with a UK wide charity, which can improve your CV and employability.

Training for this role:

We provide all of our volunteers with training so they feel confident in the role and are able to give the best support to stroke survivors and carers. Our courses are accessed via an online learning system called Learn.

Essential training for the role is:

- The Stroke Association's People welcome session (2.5 hours over Learn)
- GDPR (online module over Learn and factsheet)
- Safeguarding training (online module over Learn)

For volunteers who take on specific health and safety and first aid responsibilities:

- Health and Safety for Groups (online module, over Learn)
- First aid (face to face all day training with St John Ambulance)
- Fire safety reminder (fact sheet)
- Any appropriate refresher training

Additional learning opportunities are available to develop your skills and experience:

Stroke: What you need to know / Supporting communication after stroke / Hidden Effects of Stroke

We also offer ongoing support and expenses where appropriate.

Where and when you would volunteer:

The role is located in: Fullbridge Church, 27 Fullbridge, Maldon, Essex, CM9 4LE

You would be volunteering: Thursday 10.15am-12.15pm (fortnightly)

The person to contact about this role is: Tracey Hughes, Engagement Office on Tracey.Hughes@Stroke.org.uk

A Disclosure and Barring Service (DBS) check, an Access NI check or membership of the Protecting Vulnerable Groups (PVG) scheme is required for this role.

Our vision is for there to be fewer strokes, and for people affected by stroke to get the help they need to live the best life they can.

Our core purpose is to be the trusted voice of stroke survivors and their families. We want to drive better outcomes in stroke prevention, treatment and lifelong support for everyone affected by stroke.

Volunteer and

make a difference.

Find out more about stroke, what we do and how you can help:

stroke.org.uk or call our

Stroke Helpline: **0303 3033 100**.