

Volunteer Role Profile

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| Volunteer Role | Activity Leader |
| Volunteer Manager | Staff contact |
| Where you will be based | Community |

Why we want you

Activity leaders lead in person or online activities in a local area that provide support to people affected by Parkinson's. We're looking for someone who is enthusiastic and good with people to be the activity leader. As leader, you will be working with other volunteers doing some or all of the following to make this happen.

What you will be doing

- Organising all aspects of an activity including the venue, or online / video call sessions, instructor or speaker, refreshments if appropriate
- Responding to enquiries about the activity
- Taking payments and bookings for the activity and coordinating attendees.
- Ensuring there is someone welcoming participants and that the activity runs smoothly.
- Provide updates and feedback to the relevant coordinator about the activity
- Think of creative ways to add interest and value to the activity
- May coordinate / support the process of gathering personal and medical information from participants and checking their suitability for the activity.

The skills you need

- Are living the Parkinson's UK values – people-first, uniting, pioneering, driven.
- Have strong administrative skills, communication and IT skills in order to ensure smooth running of the group.
- Understand or be willing to learn about facilitating online sessions if appropriate, with the confidence to run safe, inclusive and engaging online sessions
- Are collaborative and team focused, as you will need to gather and distribute information to everyone involved
- Have a positive attitude to making things happen in the local community
- Are motivated and reliable, with strong organisational skills in order to support the group
- Are enthusiastic and friendly, as you will be representing both the local group and Parkinson's UK

What's in it for you

- Do something meaningful for people affected by Parkinson's
- Meet new people and make new friends, both within the group and the wider community of people attending the activity
- Be part of an innovative and inclusive organisation committed to improving life for everyone affected by Parkinson's.