

CLAPA Host Volunteer - Father of a child born with a cleft

Working with the Cleft lip and Palate Association (CLAPA), you will be helping to support the work of the engagement and services team.

Key tasks may include:

- Create a session plan or follow the session plan provided
- Meet with facilitators and/or CLAPA staff 15 minutes ahead of session
- Ensure safeguarding procedures are followed
- Run through introductions and basic Zoom housekeeping
- Encourage conversation where appropriate with open questions
- Be mindful of highly emotive topics and giving time for attendees to process
- Share any relevant upcoming events
- Complete analysis of session and share feedback with your CLAPA contact
- Adhere to CLAPA policies/procedures as discussed in Volunteer Host induction

We're looking for someone who is:

- Adaptable, flexible and willing to learn
- Friendly, confident and enthusiastic
- Able to work independently and as part of a team
- IT literate, able to use e-mail and internet
- Able to maintain confidentiality
- Polite, courteous and reliable
- Able to recognise boundaries and how and when to seek support

We can offer you:

- A unique and rewarding volunteer role
- Induction, support and supervision
- Experience for your CV
- Reasonable out of pocket travel expenses as per our Expenses Policy

Time Commitment

Initially, one evening session every 2-3 months

