

CLAPA Grandparent Host Volunteer

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

