

CLAPA Online Event 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:

- Follow the session plan provided
- Meet with facilitators and/or CLAPA staff 15 minutes ahead of session
- Ensure safeguarding procedures are followed
- Share your own personal experiences of the cleft journey
- Encourage conversation where appropriate with open questions.
- Be mindful of highly emotive topics and giving time for attendees to process
- End the zoom meeting, sharing 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:

- Parent/Carer of a child born with a cleft
- 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

Flexible, as agreed during your induction

