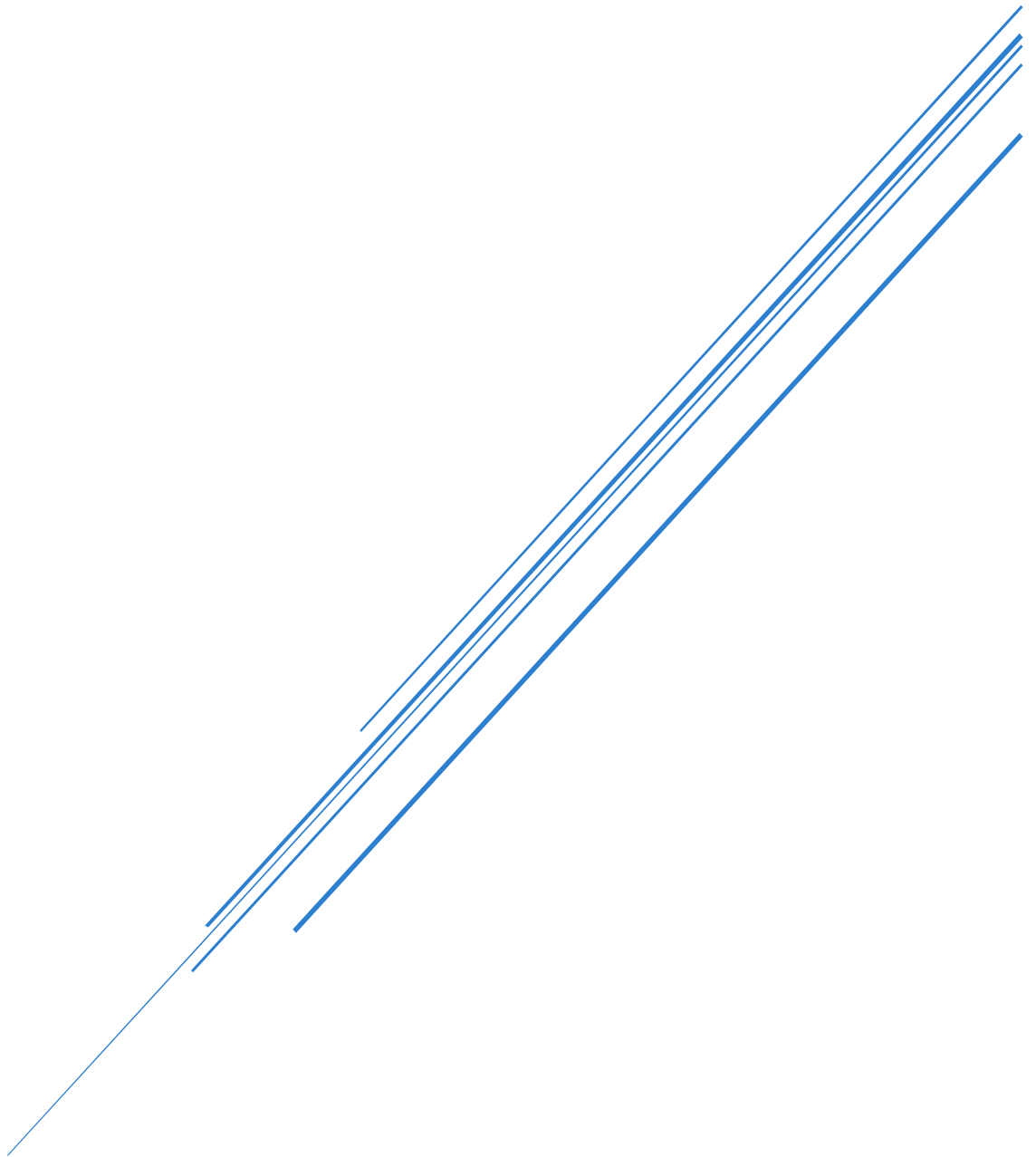


# UNITED SUPPORT GROUP CIC

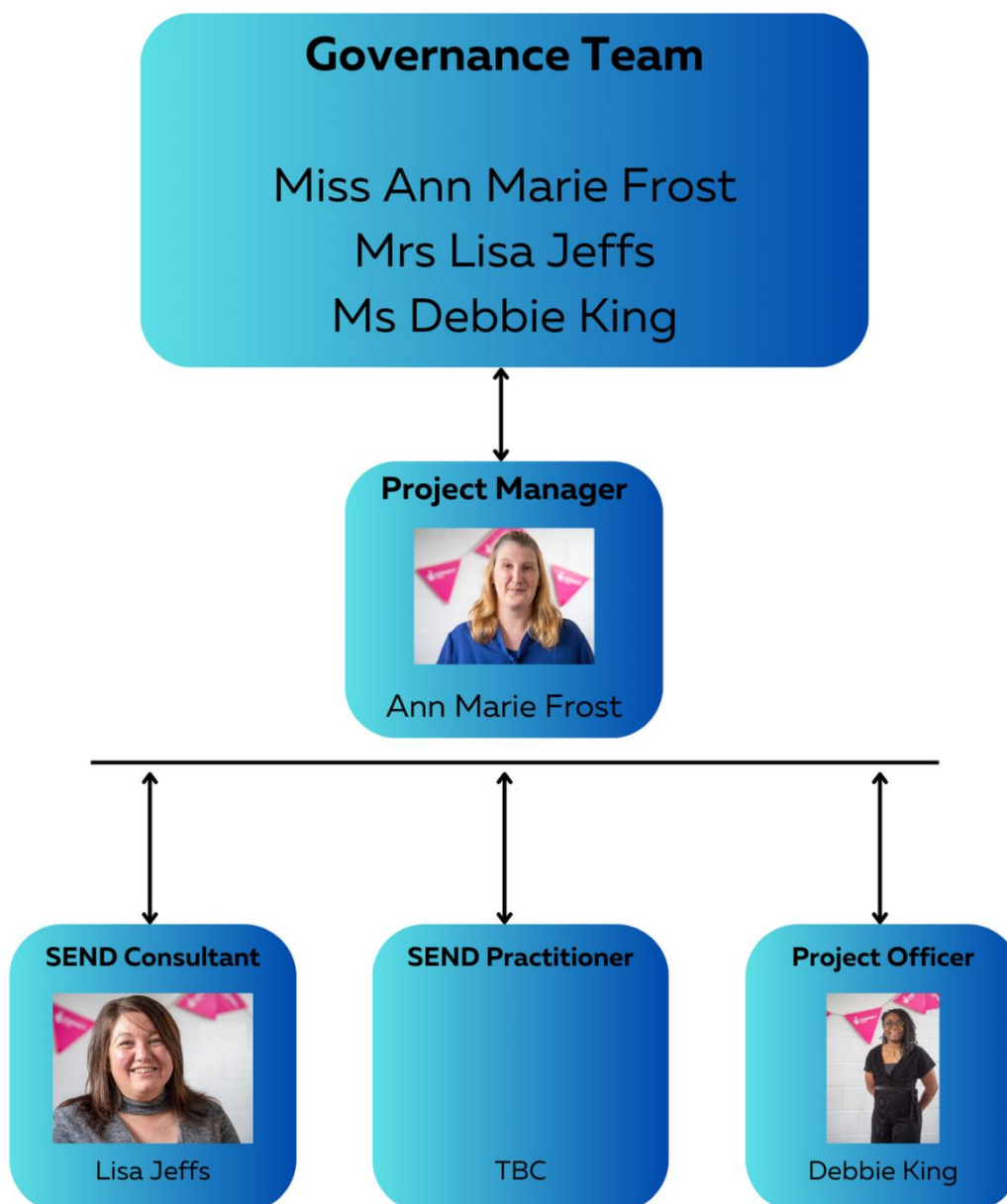
Volunteer Opportunities May 2024



# Introduction

Thank you for your interest in volunteering with our social enterprise! We are a dedicated organisation working to support individuals with Neurodiverse (ND) conditions of all ages. Our mission is to create an inclusive and supportive community where everyone feels valued and empowered.

As a volunteer, you will play a crucial role in helping us achieve our mission. Your support and commitment will make a significant difference in the lives of individuals with ND conditions, their families, and the wider community. We believe that everyone has unique strengths and talents, and we are committed to creating opportunities for individuals with ND conditions to thrive.



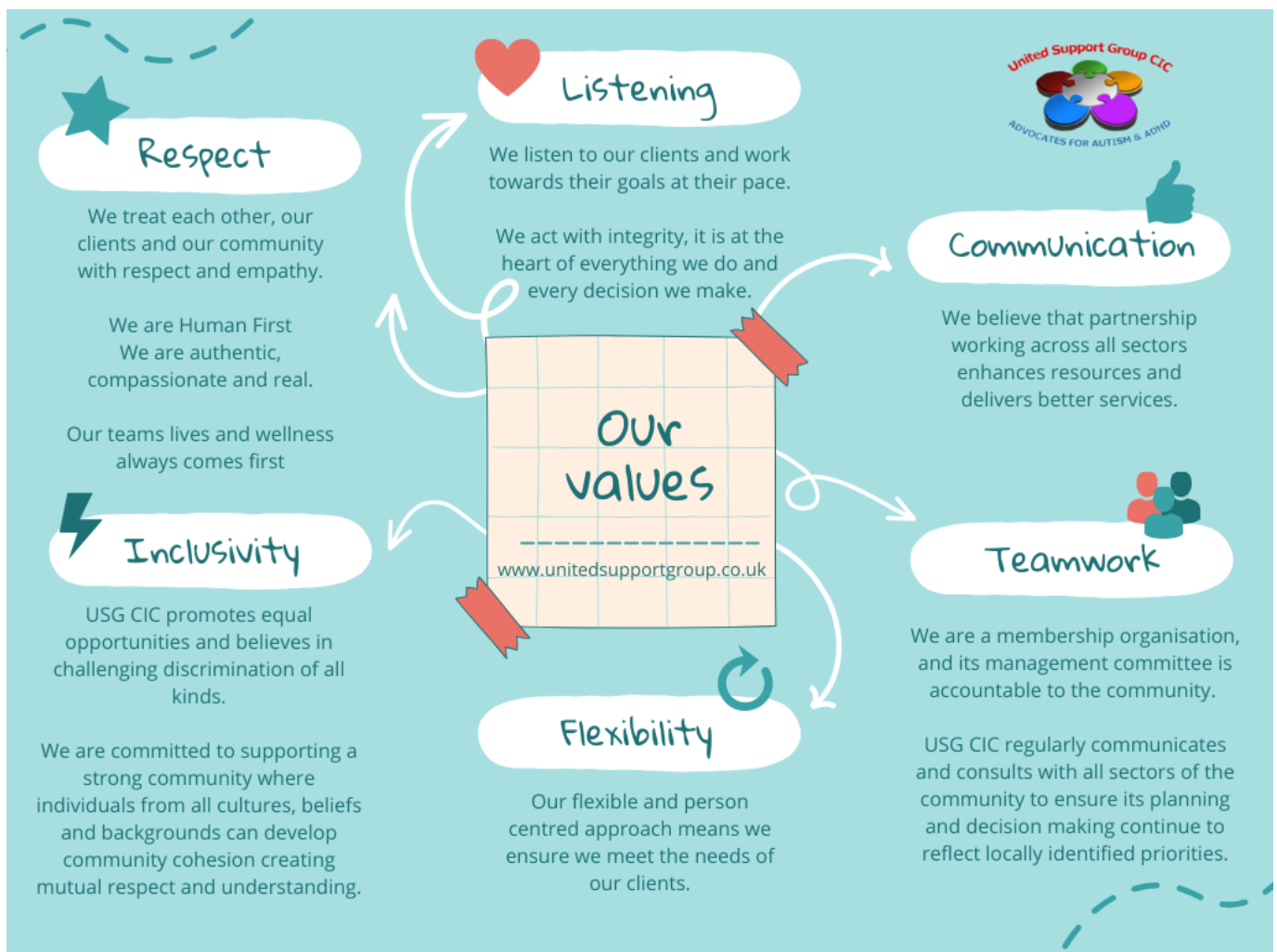
# Mission, Vision, Values and Outcomes

## The United Support Group's vision

Support the development and progress of children, young people and adults who have a neurological/neurodevelopmental condition, enabling them to live a well lived life.

## Our Mission

- To support the parents/carers of children, young people and adults who have a diagnosis or are seeking a diagnosis of neurological/neurodevelopmental conditions.
- To support children, young people and adults who are seeking a diagnosis/diagnosed with a neurological/neurodevelopmental condition.
- Provide group support and sessions to support, empower and develop an understanding of neurological/neurodevelopmental conditions, so that families can confidently support their child's development throughout life.



## United Support Group CIC Objectives

United Support Group CIC has identified a range of objectives which support us to achieve the overall vision and mission of the organisation, ensuring we remain relevant and sustainable. These are as follows:

- Participants are safe from harm, free from discrimination and feel welcomed and accepted in their community.
- Participants are healthy in body, heart, mind, and soul.
- Participants can reach their potential and make a positive contribution to the community.

- Families feel believed and can adapt and be supported by their community.
- Early identification, intervention, access to appropriate educational opportunities promote emotional and physical wellbeing.
- Promote independence and autonomy by establishing strong support networks for individuals and their family.

## Volunteer Opportunities

### Supporting Neurodiverse Individuals and Promoting Inclusion

- Volunteer Administrator
- Volunteer Sports Facilitator
- Volunteer Marketeer
- Volunteer Non-Executive Directors

## Overview of Volunteer Roles and Responsibilities

As a volunteer, you will have the opportunity to contribute in various ways, depending on your skills, interests, and availability. Some of the roles and responsibilities may include:

1. **Supporting Individuals**: Provide one-on-one support to individuals with ND conditions, assisting them in various activities such as socialising, learning, and participating in our activities.
2. **Assisting with Workshops and Events**: Help in organising and facilitating workshops, training sessions, and social events for individuals with ND conditions and their families.
3. **Administrative Support**: Assist with administrative tasks such as data entry, filing, and organising documents to ensure smooth operation of our services.
4. **Fundraising and Outreach**: Participate in fundraising activities and help raise awareness about our organisation and its mission through various channels, including social media and community outreach.
5. **Skills-based Volunteering**: If you have specific skills such as graphic design, web development, or photography or any other skill you have, you can contribute by utilising your expertise to enhance our organisation's materials and online presence.

## Overview of Volunteer Requirements

To become a volunteer with our organisation, we ask that you meet the following requirements:

1. **Passion for Inclusion**: A genuine passion and commitment to promoting inclusion and supporting individuals with ND conditions.
2. **Reliability and Commitment**: Dedicate a consistent amount of time each week or month, depending on your availability. This will ensure continuity and reliability in the support you provide.
3. **Respect and Empathy**: Treat all individuals with respect, empathy, and understanding, recognizing and valuing their unique abilities.
4. **Clear Communication**: Possess good communication skills to effectively interact with individuals with ND conditions, their families, and our team members.
5. **Background Checks**: Some volunteer roles may require you to undergo a background check to ensure the safety and well-being of the individuals we serve.

# Application Process

If you are interested in becoming a volunteer with our social enterprise, please follow the application process outlined below:

1. **Application Form**: Complete the volunteer application form provided. It will include questions about your skills, interests, availability, and why you are interested in volunteering with our organisation.
2. **Interview**: If your application is shortlisted, you will be invited for an interview to discuss your interests, skills, and availability further. This will also be an opportunity for us to learn more about you and answer any questions you may have.
3. **Reference Checks**: We may contact the references provided in your application form to learn more about your character, reliability, and suitability for the volunteer role.
4. **Training and Orientation**: If selected, you will receive training and orientation to familiarise you with our organisation, services, and the specific volunteer role you will undertake.
5. **Volunteer Agreement**: Once you have completed the application process and been accepted as a volunteer, you will be asked to sign a volunteer agreement, outlining the expectations, responsibilities, and code of conduct.

## USG CIC Volunteer Trial Period

Welcome to our social enterprise that supports individuals with neurodevelopmental (ND) conditions! We greatly appreciate your interest in volunteering with us. To ensure a good fit and commitment from both parties, we have established a volunteer trial period. This period allows us to assess your skills, passion, and dedication, while also giving you an opportunity to understand our organisation's mission and values. In this document, we will outline the details of the volunteer trial period and what you can expect.

### **Purpose of the Volunteer Trial Period**

The volunteer trial period serves multiple purposes. Firstly, it allows us to evaluate your skills and suitability for the volunteer role you are interested in. We want to ensure that you have the necessary qualifications and capabilities to effectively contribute to our social enterprise. Additionally, it gives you an opportunity to experience the work environment, get to know our team, and determine if our organisation aligns with your personal objectives and interests.

### **Duration of the Volunteer Trial Period**

The trial period for our volunteers typically lasts for a specified duration, which may range from four to six weeks. The exact length of the trial period will be discussed and agreed upon during the initial interview or orientation process. This time frame allows us to assess your performance and commitment over a reasonable period while giving you sufficient time to understand our organisation and the nature of your volunteer role.

### **Expectations and Responsibilities**

During the volunteer trial period, we expect you to fulfill the same responsibilities and commitments as a regular volunteer. This includes attending scheduled shifts, completing assigned tasks, and adhering to our organisation's policies and procedures. We encourage you to actively engage with our team, ask questions, and seek guidance when needed. Additionally, we appreciate your feedback and suggestions to help us improve our services.

### **Evaluation and Feedback**

At the end of the trial period, we will conduct an evaluation to assess your performance and suitability for the volunteer role. This evaluation may include feedback from staff members, your supervisor, and any individuals you have interacted with during your time with us. We will provide you with constructive feedback and discuss

whether the volunteer role is a good fit for you. If both parties agree that the trial period was successful, you will be welcomed as an official volunteer within our organisation.

### **Benefits of the Volunteer Trial Period**

The volunteer trial period benefits both the volunteer and our organisation. For volunteers, it offers an opportunity to understand the responsibilities and expectations of the role before fully committing. It allows you to explore your passion for supporting individuals with neurodevelopmental conditions and determine if our social enterprise is the right fit for you. For our organisation, the trial period ensures that we select committed individuals who align with our mission, values, and goals.

### **Conclusion**

We believe in creating a positive and supportive environment for all our volunteers, including those who support individuals with neurodevelopmental conditions. The volunteer trial period is an essential step in ensuring a successful and mutually beneficial partnership. We appreciate your willingness to participate in this trial period and look forward to working with you to make a difference in the lives of those we support.

## **Volunteer Administrator**

We appreciate your interest in volunteering with our social enterprise. Your contribution will have a meaningful impact on the lives of individuals with ND conditions, helping them to thrive and be valued members of our community.

### **Introduction**

As a social enterprise supporting individuals with neurodevelopmental (ND) conditions, we understand the importance of providing comprehensive support and services to our community. To ensure the smooth functioning of our organisation, we are seeking an individual who can fulfil the role of Admin Support, Monitoring and Evaluation, and Meet and Greet responsibilities. This role is crucial in ensuring that our operations run efficiently and effectively, while also providing a warm and welcoming environment for our participants.

### **Admin Support Responsibilities**

Admin support involves a variety of tasks to help keep an organisation running smoothly.

This can include:

- Manage and organise administrative tasks such as filing, data entry, printing, photocopying and preparing a range of documentation.
- Assist in coordinating meetings, scheduling appointments, and maintaining calendars.
- Handle incoming calls and emails, responding to inquiries or redirecting as necessary.
- Maintain office supplies and equipment, ensuring they are well-stocked and in working order.
- Support the team by preparing reports, presentations, and other materials as required.
- Creating, organising, and maintaining documents and records, both electronic and physical.
- Entering and updating data in databases and spreadsheets.
- Ensuring the office supplies are stocked, managing office equipment, and overseeing the cleanliness and maintenance of the office.
- Scheduling, preparing agendas, taking minutes, and following up on action items.

## **Monitoring and Evaluation Responsibilities**

Monitoring involves the ongoing observation and tracking of processes, projects, or programs to ensure they are on track and meeting objectives.

This can include:

- Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of our services.
- Collect and analyse data to track progress towards goals and objectives.
- Generate reports and present findings to management and stakeholders.
- Identify areas for improvement and recommend strategies for enhancing our services.
- Collaborate with the team to ensure that data collection processes are efficient and accurate.
- Monitoring key performance indicators (KPIs) and other metrics to gauge progress.
- Preparing regular reports on progress, challenges, and outcomes.
- Ensuring that activities comply with policies, regulations, and standards.
- Checking that outputs meet quality standards and making adjustments as necessary.

## **Evaluation**

Evaluation is the systematic assessment of the design, implementation, and outcomes of the project.

This can include:

- Conducting Formative Evaluation during the development or improvement of the service to improve its design and performance.
- Conducting summative evaluations after the completion of a program to assess its impact and outcomes.
- Collecting and analysing data to determine the effectiveness and efficiency of a the project.
- Gathering feedback from stakeholders to inform the evaluation and impact monitoring for reporting periods.
- Documenting and communicating the results of evaluations to stakeholders.

## **Meet and Greet Responsibilities**

Meet and greet tasks involve interacting with clients, visitors, and new employees to create a positive first impression and ensure they feel welcomed.

This can include:

- Create a positive and welcoming atmosphere for clients, visitors, and staff.
- Greet and direct individuals as they arrive, providing necessary information and assistance.
- Manage reception area, including answering phone calls, scheduling appointments, and maintaining a neat and organised space.
- Ensure that all visitors sign in and out, maintaining security protocols.
- Assist with administrative tasks as needed
- Reception Duties: Greeting visitors and clients, answering questions, and directing them to the appropriate person.
- Organising and facilitating meet-and-greet events, networking sessions, and other social events.

- Providing excellent customer service to ensure visitors and clients have a positive experience.
- Combining these areas requires strong organisational skills, attention to detail, effective communication, and a proactive approach to managing tasks and interactions.

### **Qualifications and Skills**

- Excellent organisational and time management skills.
- Strong attention to detail and accuracy in completing tasks.
- Proficient in using office software and equipment, such as Microsoft Office Packages.
- Effective communication and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.
- Experience in data collection, analysis, and reporting is an asset.
- Knowledge or understanding of neurodevelopmental conditions is preferred, but not required.

### **Conclusion**

The Admin Support, Monitoring and Evaluation, and Meet and Greet role is an integral part of our social enterprise. By fulfilling these responsibilities, you will contribute to the smooth functioning of our organisation and ensure that individuals with ND conditions receive the support and services they need. If you are passionate about making a difference and possess the necessary skills and qualifications, we encourage you to apply for this role. We look forward to welcoming a dedicated and compassionate individual to our team.

## **Volunteer Marketeer**

### **Introduction**

Thank you for expressing interest in the volunteer role for marketing support with our social enterprise. We greatly appreciate your willingness to contribute to our mission of supporting individuals with neurodevelopmental (ND) conditions. In this document, we will provide you with an overview of our social enterprise and the specific role you will be taking on as a marketing support volunteer.

### **About Our Social Enterprise**

Our social enterprise is dedicated to empowering and uplifting individuals with neurodevelopmental conditions. We strive to create a more inclusive society by providing various resources, and support services tailored to the unique needs of individuals with ND conditions. Through our work, we aim to promote understanding, acceptance, and equal opportunities for all.

### **The Importance of Marketing Support**

Marketing plays a crucial role in spreading awareness about our social enterprise and the services we offer. By effectively promoting our mission and activities, we can reach a wider audience, attract more support, and ultimately make a greater impact on the lives of individuals with ND conditions. As a marketing support volunteer, you will be instrumental in helping us achieve our goals by assisting with various marketing tasks.

### **Role and Responsibilities**

As a marketing support volunteer, you will have the opportunity to contribute to our social enterprise in the following ways:

1. Content Creation: Help create engaging and informative content for our website, social media platforms, and other marketing materials. This may include writing blog posts, designing graphics, or producing videos.



2. **Social Media Management:** Assist with managing and growing our social media presence by creating and scheduling posts, engaging with our followers, and monitoring analytics to track our reach and impact.
3. **Campaign Development:** Collaborate with our team to develop and execute marketing campaigns to raise awareness about our social enterprise and specific projects and services. This may involve brainstorming campaign ideas, creating promotional materials, and coordinating outreach efforts.
4. **Market Research:** Conduct research on the target audience, competitors, and industry trends to help us better understand our market and refine our marketing strategies.
5. **Event Support:** Assist with the planning and promotion of events, such as fundraisers, workshops, or awareness campaigns. This may include coordinating logistics, designing event materials, and reaching out to potential attendees.

### **Skills and Qualifications**

While no prior professional experience is required, we are looking for volunteers who possess the following skills and qualifications:

- Strong written and verbal communication skills
- Creativity and an eye for design
- Familiarity with social media platforms and digital marketing tools including Canva
- Ability to work independently and as part of a team
- Passion for our mission and a genuine interest in supporting individuals with ND conditions

### **Key Responsibilities:**

#### **1. Content Creation and Management:**

**Social Media:** Create, schedule, and post content on various social media platforms (Facebook, Twitter, Instagram).

**Blog Posts:** Write and edit blog posts that highlight success stories, upcoming events, and relevant topics about neurodiversity.

**Newsletters:** Assist in drafting and distributing regular newsletters to stakeholders and supporters.

#### **2. Graphic Design:**

**Visual Content:** Design flyers, posters, infographics, and other visual content to support marketing campaigns.

**Brand Consistency:** Ensure all marketing materials adhere to the organisation's branding guidelines.

#### **3. Website Management:**

**Updates:** Assist in updating website content, including news updates, event information, and resources.

**SEO:** Implement basic SEO strategies to improve website visibility.

#### **4. Event Promotion:**

**Campaigns:** Develop and execute promotional campaigns for events, services and workshops where relevant.

**Outreach:** Engage with community groups, schools, and other organisations to promote events.

#### **5. Market Research:**

**Analysis:** Conduct market research to identify trends, opportunities, and potential partnerships.

**Surveys:** Design and distribute surveys to gather feedback from participants and stakeholders.

## **6. Fundraising Support:**

Campaigns: Assist in the creation and promotion of fundraising campaigns.

Donor Communication: Help maintain communication with donors through thank you messages and updates.

## **7. Analytics and Reporting:**

Data Tracking: Monitor and analyse the performance of marketing campaigns using tools like Google Analytics, social media insights, and email marketing metrics.

Reporting: Compile and present reports on marketing efforts and outcomes to the team.

## **Skills and Qualifications:**

Communication: Strong written and verbal communication skills.

Creativity: Ability to create engaging and visually appealing content.

Tech-Savvy: Familiarity with social media platforms, content management systems and design tools (e.g., Canva, Adobe Creative Suite).

Organisational Skills: Ability to manage multiple tasks and projects simultaneously.

Empathy: Understanding and sensitivity towards individuals with neurodiverse conditions.

Team Player: Ability to work collaboratively with staff and other volunteers.

Initiative: Proactive approach to identifying opportunities and solving problems.

Benefits of Volunteering:

Skill Development: Enhance your marketing, communication, and design skills.

Networking: Connect with professionals in the social enterprise and nonprofit sectors.

Impact: Contribute to a meaningful cause and make a difference in the lives of individuals with neurodiverse conditions.

Experience: Gain valuable experience that can be added to your resume and portfolio.

## **Time Commitment**

We understand that volunteering is often done alongside other commitments, so we offer flexible scheduling options. However, we do ask that volunteers commit to a minimum of 5 hours per week to ensure consistency and continuity in our marketing efforts.

## **Getting Started:**

Orientation: Attend an orientation session to learn about the organisation, its mission, and the specific needs of the marketing team.

Training: Receive training on the tools and platforms you will be using.

Mentorship: Work closely with a mentor or supervisor who can provide guidance and support.

Volunteering in this role can be both impactful and personally fulfilling, as you help the social enterprise reach a wider audience and make a greater impact on the lives of individuals with neurodiverse conditions.

## **Conclusion**

By joining our team as a marketing support volunteer, you will play an important role in helping us raise awareness, attract support, and make a positive impact on the lives of individuals with neurodevelopmental conditions. Your contributions will be greatly valued and appreciated. If you are interested in this volunteer

opportunity, please don't hesitate to reach out to us. We look forward to hearing from you and working together to create a more inclusive and supportive society.

# Volunteer Non-Executive Directors

## **\*\*Introduction\*\***

Thank you for your interest in the volunteer role of Non-Executive Director for our social enterprise. We are a non-profit organisation that supports individuals with Neurodevelopmental (ND) conditions. In this document, we will provide you with all the information you need to know about the role and how you can contribute to making a positive impact on the lives of the people we support.

## **\*\*About Our Social Enterprise\*\***

Our social enterprise is dedicated to creating opportunities and providing support for individuals with ND conditions. We believe in promoting inclusivity, independence, and empowerment for all. Through various projects and initiatives, we aim to enhance the quality of life for those affected by ND conditions and enable them to thrive in society.

## **\*\*Role Description\*\***

As a Non-Executive Director, you will play a crucial role in shaping the strategic direction and governance of our organisation. Your expertise, skills, and passion will contribute to the overall success and sustainability of our social enterprise. Some key responsibilities of the role include:

- \*\*Governance and Leadership:\*\*** As a board member, you will provide strategic guidance and ensure that our organisation is operating in adherence to our mission, vision, and values. You will actively participate in board meetings, contribute to decision-making processes, and help set organisational goals.
- \*\*Financial Oversight:\*\*** You will help monitor the financial health of the organisation, ensuring that resources are managed effectively and transparently. Working closely with the Project Manager, you will review budgets, financial statements, and ensure compliance with relevant regulations.
- \*\*Partnerships and Networking:\*\*** Building and maintaining relationships with stakeholders, potential partners, and funders is an essential part of this role. Your networking skills will help us expand our reach, secure partnerships, and explore new opportunities for collaboration and funding.
- \*\*Advocacy and Awareness:\*\*** As a representative of our organisation, you will act as an advocate for individuals with ND conditions, raising awareness about their needs, challenges, and potential. Your voice will be instrumental in promoting inclusivity and influencing policy changes at a local and national level.

## **\*\*Skills and Qualifications\*\***

To excel in this role, we are looking for individuals who possess the following skills and qualifications:

- \*\*Experience and Expertise:\*\*** A background in non-profit management, governance, or relevant leadership roles is highly desirable. Knowledge of the social enterprise sector and an understanding of the challenges faced by individuals with ND conditions will be advantageous.
- \*\*Strategic Thinking:\*\*** The ability to think strategically and contribute to the development of long-term plans and goals is essential. You should be able to analyse complex situations, identify potential risks, and propose innovative solutions.
- \*\*Communication and Collaboration:\*\*** Strong interpersonal and communication skills are crucial for building relationships, collaborating with diverse stakeholders, and effectively conveying our organisation's mission and impact.

**4. Commitment and Passion:** A genuine passion for making a difference in the lives of individuals with ND conditions is essential. You should be committed to our cause and willing to dedicate time and effort to fulfill your responsibilities.

#### **Application Process**

To apply for the volunteer role of Non-Executive Director, please submit your resume or CV along with a cover letter outlining your interest, relevant experience, and how you believe you can contribute to our social enterprise. Our selection process will involve reviewing applications, conducting interviews, and assessing candidates' suitability for the role.

We appreciate your interest in supporting individuals with ND conditions and look forward to receiving your application. Together, we can create a more inclusive and supportive and supportive society for all.

#### **Key Responsibilities:**

##### 1. Governance and Oversight:

Strategic Direction: Contribute to setting and reviewing the strategic goals and direction of the organisation.

Policy Development: Assist in developing and approving policies that align with the organisation's mission and values.

Compliance: Ensure the organisation complies with legal, regulatory, and ethical standards.

##### 2. Financial Oversight:

Budget Review: Review and approve budgets, financial statements, and funding proposals.

Financial Health: Monitor the financial performance and sustainability of the organisation.

Risk Management: Identify and mitigate financial risks.

##### 3. Performance Monitoring:

KPI Tracking: Monitor key performance indicators (KPIs) to ensure the organisation meets its targets.

Evaluation: Participate in regular evaluations of projects and initiatives to assess their impact and effectiveness.

##### 4. Support and Mentorship:

Executive Team Support: Provide guidance and support to the executive team, offering mentorship and expertise.

Stakeholder Engagement: Help engage with key stakeholders, including funders, partners, and the community.

##### 5. Advocacy and Networking:

Promotion: Advocate for the organisation and its mission within your networks and the broader community.

Partnerships: Assist in developing strategic partnerships and collaborations.

##### 6. Board Participation:

Meetings: Attend and actively participate in board meetings and sub-committee meetings as required.

Decision Making: Contribute to informed decision-making processes on key issues.

#### **Skills and Qualifications:**

Leadership: Proven leadership experience, ideally in a similar role or sector.

Strategic Thinking: Strong strategic and analytical thinking skills.

Financial Acumen: Understanding of financial management and budgeting.

Governance: Knowledge of governance best practices and regulatory requirements.

Communication: Excellent communication and interpersonal skills.

Commitment: Genuine commitment to the mission and values of the organisation.

Empathy: Sensitivity and understanding of issues faced by individuals with neurodiverse conditions.

Integrity: High ethical standards and integrity.

### **Benefits of the Role:**

Impact: Make a meaningful contribution to improving the lives of individuals with neurodiverse conditions.

Professional Growth: Enhance your leadership, strategic thinking, and governance skills.

Networking: Build connections with other professionals and stakeholders in the sector.

Satisfaction: Gain personal fulfillment from supporting a cause you are passionate about.

Commitment:

Time Commitment: Attend regular board meetings (usually quarterly) and sub-committee meetings. Additional time may be required for special projects or events.

Preparation: Spend time reviewing meeting materials and staying informed about the organisation's activities and sector developments.

Getting Started:

Induction: Participate in an induction program to understand the organisation's mission, structure, and key issues.

Ongoing Training: Engage in ongoing training and development opportunities related to governance and sector-specific challenges.

Collaboration: Work closely with other board members and the executive team to fulfill your responsibilities.

Application Process:

Expression of Interest: Submit a resume and cover letter expressing your interest in the role and outlining your relevant experience and skills.

Interview: Participate in an interview with existing board members and key stakeholders.

References: Provide references who can speak to your qualifications and suitability for the role.

Serving as a non-executive director for a social enterprise supporting individuals with neurodiverse conditions is a significant and rewarding commitment. Your expertise and guidance can help the organisation achieve its mission and create a lasting positive impact.

## **Volunteer Sports Facilitator**

Volunteer Sports Facilitator for Individuals with Neurodevelopmental Conditions.

### **Introduction**

Neurodevelopmental conditions (ND) encompass a range of conditions that affect the development of the nervous system and brain. These conditions can impact individuals' cognitive, social, and motor skills, making it challenging for them to participate in sports and physical activities. As a volunteer sports facilitator, you would play a vital role in supporting individuals with ND conditions by creating an inclusive and supportive

environment for them to engage in sports. Your role would involve various responsibilities and require specific skills and qualities.

### **Role Description**

As a volunteer sports facilitator for individuals with ND conditions, your primary objective would be to enable and empower participants to participate in sports and physical activities. Here are some key responsibilities associated with this role:

- 1. Facilitating Inclusive Sports Sessions**: You would be responsible for planning and leading sports sessions that are inclusive and tailored to the specific needs and abilities of individuals with ND conditions. This may involve adapting rules, equipment, and activities to ensure everyone can fully participate.
- 2. Providing Individualized Support**: Each participant may have unique requirements, so it is important to provide individualised support. This may include offering assistance with movement, providing verbal cues or instructions, and adapting activities to suit different skill levels.
- 3. Creating a Supportive Environment**: It is crucial to create a supportive and non-judgmental environment where participants feel comfortable and encouraged. This involves fostering a sense of belonging, promoting positive interactions among participants, and addressing any concerns or challenges that may arise during the sessions.
- 4. Ensuring Safety**: Safety should always be a top priority. You would need to assess and minimise potential risks during sports sessions, implement appropriate safety measures, and have a basic understanding of first aid procedures.
- 5. Collaborating with Other Professionals**: Collaboration with other professionals, such as occupational therapists, speech therapists, or behavior specialists, may be necessary to ensure a holistic approach to supporting individuals with ND conditions. You may need to communicate and coordinate with these professionals to align your efforts and provide the best possible support.

### **Skills and Qualities**

To excel as a volunteer sports facilitator for individuals with ND conditions, it is beneficial to possess the following skills and qualities:

- 1. Knowledge of ND Conditions**: Familiarity with various neurodevelopmental conditions, their characteristics, and the impact they may have on individuals' abilities is essential. This understanding will help you tailor sports sessions to meet the unique needs of participants.
- 2. Patience and Empathy**: Working with individuals with ND conditions requires patience, understanding, and empathy. It is important to approach each participant with kindness and compassion, acknowledging and valuing their individual strengths and challenges.
- 3. Adaptability and Creativity**: Adapting sports activities and finding creative solutions to ensure inclusivity is a valuable skill. Being able to modify rules, equipment, or the environment will enable participants to fully engage in the sports sessions.
- 4. Communication and Collaboration**: Effective communication and collaboration are crucial when working with individuals with ND conditions. You should be able to clearly convey instructions, listen attentively to participants' needs, and collaborate with other professionals and caregivers involved in the participants' care.
- 5. Passion for Sports and Inclusion**: Having a genuine passion for sports and a strong belief in the power of inclusion is invaluable. Your enthusiasm will inspire participants and create a positive and enjoyable sports experience for everyone involved.

### **Key Responsibilities:**

## 1. Program Development:

**Activity Planning:** Design and plan a variety of sports and physical activities suitable for individuals with different neurodiverse conditions.

**Customisation:** Adapt activities to meet the specific needs and abilities of participants, ensuring inclusivity and accessibility.

## 2. Session Facilitation:

**Leadership:** Lead sports sessions, ensuring they are fun, engaging, and safe for all participants.

**Assistance:** Provide one-on-one or small group support as needed to help participants engage effectively.

**Supervision:** Ensure all activities are conducted in a safe and supportive environment.

## 3. Encouragement and Support:

**Motivation:** Encourage participants to try new activities and support them in developing their skills.

**Positive Reinforcement:** Use positive reinforcement to build confidence and self-esteem among participants.

## 4. Safety and Wellbeing:

**Risk Assessment:** Conduct risk assessments to identify and mitigate potential hazards.

**First Aid:** Be prepared to administer basic first aid if necessary (training may be provided).

## 5. Communication and Feedback:

**Reporting:** Maintain records of attendance, progress, and any incidents during sessions.

**Feedback:** Gather feedback from participants and their caregivers to improve future sessions.

**Coordination:** Communicate effectively with other facilitators, staff, and caregivers to ensure the program runs smoothly.

## 6. Training and Development:

**Learning:** Attend training sessions to understand the specific needs of individuals with neurodiverse conditions and how best to support them.

**Collaboration:** Work with other volunteers and staff to share best practices and improve the program.

### Skills and Qualifications:

**Empathy and Patience:** A genuine understanding and sensitivity towards the needs of individuals with neurodiverse conditions.

**Communication Skills:** Strong verbal and non-verbal communication skills to effectively engage with participants.

**Experience:** Previous experience in sports coaching or working with individuals with neurodiverse conditions is beneficial but not mandatory.

**Creativity:** Ability to develop and adapt activities to meet the varying needs of participants.

**Physical Fitness:** A reasonable level of fitness to participate in and demonstrate sports activities.

**Team Player:** Ability to work collaboratively with other facilitators and staff.

**Safety Awareness:** Understanding of basic safety and first aid principles.

### **Benefits of Volunteering:**

**Impact:** Make a significant difference in the lives of individuals with neurodiverse conditions by promoting physical activity and social engagement.

**Skill Development:** Enhance your leadership, coaching, and interpersonal skills.

**Community:** Be part of a supportive and dedicated team of volunteers and staff.

**Fulfillment:** Gain personal satisfaction from contributing to a meaningful cause.

### **Commitment:**

**Time Commitment:** Typically, volunteers are expected to commit to a minimum of one session per week, with each session lasting between 1-2 hours. Additional time may be required for planning and training.

**Consistency:** A regular and reliable commitment to ensure continuity for participants.

### **Getting Started:**

**Application:** Submit a volunteer application form outlining your interest and relevant experience.

**Interview:** Participate in an interview process to assess your suitability for the role.

**Background Check:** Complete a background check, as you will be working with vulnerable individuals.

**Training:** Attend an orientation and training session to learn about the organisation, the specific needs of the participants, and the activities you will be facilitating.

Volunteering as a sports facilitator offers a unique opportunity to make a positive impact while engaging in enjoyable and rewarding activities. Your contribution will help individuals with neurodiverse conditions to thrive in a supportive and active environment.

### **Conclusion**

As a volunteer sports facilitator for individuals with ND conditions, you would contribute to enhancing the quality of life for these individuals by enabling them to participate in sports and physical activities. Your role would involve creating inclusive sports sessions, providing individualised support, fostering a supportive environment, ensuring safety, and collaborating with other professionals. With the right skills and qualities, you can make a meaningful difference in the lives of individuals with ND conditions, helping them discover the joy and benefits of sports.