



Sendias Bathnes Meeting Support (Volunteer)

Location:

- Locations across Bath & North East Somerset, Civic Centre, Kenysham and some home working if preferred.

Requirements:

- Approximately three hours per week (flexible days of the week and times)
- We use a Safer Recruitment policy and references and Disclosure and Barring Service (DBS) checks will be carried out before you start

Role Profile:

Sendias Bathnes offers free, impartial and confidential information, advice and support to children and young people between the ages of 0 to 25 with special educational needs and disabilities (SEND) and their parents/carers.

Meeting Support Volunteers will contribute to the work of the Sendias Bathnes team by accompanying parents to meetings about their child with SEND, to take notes.

Activities:

- Supporting parents by taking notes during meetings with professionals, about their child with SEND. These meetings will take place in schools and other locations across BANES.
- Agreeing practical arrangements with a family prior to a meeting taking place.
- Ensuring that a summary of the meeting is accurately entered onto the Sendias Bathnes database
- This role does *not* include offering information or advice during meetings
- Signposting parents and children / young people to other local organisations, where appropriate

We will provide:

- Induction training and support in your volunteering role
- Relevant training to keep your knowledge and skills updated
- Out of pocket expenses can be reimbursed

Person Profile:

- Excellent communication skills
- Accurate record keeping, complying with Data Protection Act and GDPR
- Knowledge of Microsoft Office
- Experience of using a database (desirable, but not essential). Training will be provided
- Customer focused, with a courteous and professional manner
- Confidentiality and impartiality

- Able to work as a team
- Basic knowledge of SEND

As a volunteer with Sendias Bathnes you will be required to adhere to our code of conduct policy