

# Cerebral Palsy Sport

## Voluntary National Volunteer Co-ordinator Role Profile

### Dear Volunteer

Thank you for showing interest in applying for the role of voluntary Volunteer Co-ordinator with Cerebral Palsy Sport. This letter is designed to provide you with a brief overview of Cerebral Palsy Sport and what we do.

Also included in the information pack is:

- A full role description and role specification for the voluntary National Volunteer Co-ordinator Role

**About Cerebral Palsy Sport** – Cerebral Palsy Sport is the country's leading national disability sports organisation supporting people with cerebral palsy to reach their sporting potential

Our **vision** is to support people with cerebral palsy to reach their life potential through sport and active recreation.

Our **mission** is to improve quality of life for people with cerebral palsy and other physical disabilities through sport, physical activity and active recreation.

Our **aim** is to raise aspirations, promote inclusion and support people with cerebral palsy and other disabilities to play, participate and enjoy sport and active recreation.

### Our Values:

- **Respectful** - To respect yourself and others at all times and treat others with dignity.
- **Equality** – Treat everyone equally, with fairness, parity and without discrimination, prejudice and bias.
- **Understanding** – To listen and respond positively to our members, team, partners and supporters.
- **Caring** – Showing care and consideration to everyone
- **Inspiration** – To act as a positive role model for others.
- **Integrity** – To act at all times with integrity, honesty and sincerity.

We aim to achieve this through providing inclusive sporting opportunities, such as football, swimming, athletics, bowls, table cricket and adapted sports. We develop and provide sporting opportunities for children, young people and adults to enjoy. We also offer expert, specialist support to parents, support workers, teachers, coaches, physiotherapists, occupational therapists, sport providers and other professionals on how to adapt sports for people with cerebral palsy and other disabilities. Cerebral Palsy Sport is also a national member of the Cerebral Palsy International Sport and Recreation Association (CPIRSA) and was the proud host of the Nottingham 2015 CPIRSA World Games. Cerebral Palsy Sport was

also a founding member of the British Paralympic Association and the Activity Alliance (formerly EFDS).

Cerebral Palsy Sport is a successful and respected influencer and change maker. At the core of the organisation is putting people with cerebral palsy at the heart of what we do and creating sporting opportunities for people with cerebral palsy. Every year we help hundreds of children, young people and adults disadvantaged by their physical disability to experience the life-changing benefits that participating in sport can provide. All this is only possible because of the work of our fundraising team and the funding we receive from funders, supporters and individuals.

This includes key agencies such as Sport England and we work in partnership with a wide range of partners including County Sports Partnerships, National Sports Governing Bodies, Activity Alliance, Disability Rights UK, Youth Sport Trust, schools, colleges, parents, families and many more. Cerebral Palsy Sport was a founding member of the British Paralympic Association and remains a member today.

**Our Charity** – Cerebral Palsy Sport became an independent charity in 2001 and currently employs 7 team paid members: Chief Executive, 1 National Sports Development Manager, 3 National Sports Development Officers, National Disability Sports Engagement Officer and 1 Administrator. We are based at the Nottingham Science and Technology Park in Nottingham, East Midlands. Cerebral Palsy Sport is governed by a Board of Trustees that bring a range of skills in supporting the organisation with governance decisions. The Board of Trustees consists of up to 10 independent individuals with a range of skills and competencies across key sectors that enables Cerebral Palsy Sport to operate as an effective strategic national disability sports organisation (NDSO), charity and a Limited Company.

**National Volunteer Co-ordinator Role** – The role as a volunteer coordinator will include all elements of volunteering including supporting the recruitment and induction of new volunteers, supporting current volunteers, volunteer reward and recognition and promoting volunteer opportunities for the charity. The role also includes coordinating volunteering positions and volunteer staff for Cerebral Palsy Sport, managing relationships between volunteers and the charity, suggesting changes to organisational policies and procedures and promoting the charity and its volunteer accomplishments. The closing date is March 31st 2019. If you have any questions or wish to have an informal discussion regarding the voluntary role, please contact our Chief Executive, Ali Talbot on telephone 0115 925 7027 or email: [info@cpsport.org](mailto:info@cpsport.org)

We look forward to receiving your role application.

Yours in sport



Ali Talbot.

## Chief Executive

<b>Role Profile Title:</b>	National Volunteer Co-ordinator
<b>Post Reference</b>	CPSV01
<b>Reporting to:</b>	National Sports Development Manager?
<b>Expenses:</b>	Travelling expenses to meetings will be met
<b>Location:</b>	Nottingham
<b>Type of role:</b>	Voluntary
<b>Purpose:</b>	
To support Cerebral Palsy Sport's Volunteering development by undertaking the co-ordination of our charity's volunteering activities supported by the Cerebral Palsy Sport team.	
<b>Role Profile:</b>	
<ul style="list-style-type: none"> <li>Assess organisational and programme needs to determine number and range of volunteers needed for particular projects, activities and events in liaison with National Officers</li> <li>Consult with colleagues to create / amend role profiles for all volunteer positions</li> <li>Co-ordinate volunteer recruitment for available volunteer positions, interviewing candidates, and matching them with appropriate roles</li> <li>Co-ordinate orientation for new volunteers, including handbooks.</li> <li>Proactively promote and recruit volunteers with a disability and support their needs</li> <li>Review with senior managers and distributes information regarding volunteer policies and procedures</li> <li>Monitor volunteers during their appointments to retain or recruit candidates.</li> <li>Liaise with volunteers to assess their progress and satisfaction</li> <li>Represent the charity at appropriate events and volunteer fairs.</li> <li>Cultivate a positive and supportive atmosphere by recognising volunteer efforts and assisting volunteers with their own endeavours</li> <li>Co-ordinate communication between the charity and our volunteers through newsletters, progress and available opportunities as well as collating case studies.</li> <li>Maintain a database of volunteers</li> <li>Coordinate the recognition programme for our volunteers</li> <li>Positively promotes the charity and its volunteers internally and externally in liaison with the National Disability Sports Engagement Officer.</li> </ul>	

<b>Volunteer Role - Personal Qualities</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Valid UK driving licence</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent inter-personal and diplomatic skills</li> <li>Proven ability and experience in building and maintaining relationships</li> <li>Proven organisation, administrative and Information technology skills</li> <li>Excellent organisational and communication skills (written,</li> </ul>

	verbal and listening) <ul style="list-style-type: none"> <li>• The ability to be a strong advocate for CP Sport’s volunteering</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound working knowledge of Microsoft Office products</li> <li>• An understanding of and commitment to equal opportunities</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous volunteering experience is essential</li> <li>• Ability to manage and balance roles within agreed timelines</li> <li>• Experience in data recording, evaluation and monitoring</li> <li>• Experience of building and maintaining relationships.</li> </ul>
<b>Values/Qualities</b>	<ul style="list-style-type: none"> <li>• Confident and personable</li> <li>• Supportive</li> <li>• Able to work effectively in a team as well as independently</li> <li>• Evidence of commitment</li> <li>• Flexible and adaptable</li> </ul>

### Summary of Terms and Conditions

This summary is given as a guide and is not intended to form part of a volunteering contract

### Volunteering Hours

We are seeking our Volunteer Coordinator to support the charity for at least one day a week at our National Office and at events where appropriate.

### Policy on Smoking

Cerebral Palsy Sport operates a non-smoking and no vaping policy.

### Probationary Period

For the voluntary role we would put in place a two months probationary period to see if you like us and are settled in the volunteer role. Should either party wish to terminate the volunteer role during this period, then one week’s notice will be required on either side, except for voluntary termination or gross misconduct by a volunteer.

### Training

Cerebral Palsy Sport provides opportunities for all volunteers to undertake relevant skills training in relation to their role.

### Volunteer Handbook

Policies and procedures relating to the volunteering at Cerebral Palsy Sport are contained in the Volunteer Handbook.