

Volunteer Role Description

Role Title	Learning & Teaching Support Volunteer
Based at	Thrive, The Geoffrey Udall Centre, Beech Hill, Reading, RG7 2AT.
Responsible to:	TEC (Training, Education & Consultancy) Manager
When	Any weekday
Time Commitment:	As agreed, but a minimum of 5 hours per week
Duration	Ongoing
General Purpose of the Role	- To support our Training staff to provide quality learning experiences - To provide support to the Training Education and Consultancy team with administration tasks
Outline of Tasks	<u>Some of the tasks you may be involved in are:</u> - Create, review and refine learning resources across our online and classroom courses - Identify and review other learning opportunities supportive of our learners - Enter evaluation data onto system - Photocopying and preparing resource packs for training courses
Skills and Personal qualities we need you to use.	- An understanding of Teaching and Learning practices - Computer literate - knowledge of Word and Excel - Good organisational skills - Be able to create effective learning resources - Problem solving – be able to work on own initiative. - Good communication – consult with the relevant staff member about given tasks.
Training, Support and Supervision you will be given	- A full introduction to the site and to the tasks we need you to do. - Training in relation to Health & Safety and any other training relevant to the tasks you do. - Attend any in-house staff training as appropriate. - A review meeting with your named contact at least once every six months.
General Duties	There are other general responsibilities and expectations set out in the Volunteer Agreement which you will need to sign before starting work with us.
Notes:	We are always looking for help with the various events we put on. We may ask you if you would be willing to join in. There is no obligation, but this could be an additional activity you could get involved in.