

Young Group Leader Volunteer Role Description

Reports to: **Courses Team Leader**

Purpose

At Back Up we understand that spinal cord injury can be devastating but we believe it needn't prevent anyone from getting the most out of life. The aim of the role is to be a joint leader on a Back Up under 18 Course with 1-2 adult leaders; working to make sure the course is successful for everyone on it; helping young people with spinal cord injuries, and young volunteers to be more confident and independent. Inspiring young people affected by spinal cord injury to transform their lives.

The young group leaders will lead on either the Under 13s course, or the 13-17s course.

Our values

Volunteering with Back Up, as with everything we do, takes place in the context of our values:

- We embrace challenge
- We have fun
- We build inclusive communities
- We are ambitious for each other

Key tasks

- **Planning, preparing and starting the course**
 - Help to plan and prepare for the course with the Courses Team and adult group leaders using both phone and email
 - Meet and greet people on arrival of course
 - Provide a briefing at the start of the course alongside the adult group leaders, ensuring everyone feels welcome, relaxed and clear on what to expect
- **Leading the Course**
 - Support young people to achieve their goals:
 - take time to get to know each group member, treating everyone the same
 - encourage people to be more confident and try things
 - be a role model, leading by example
 - Build a positive team that works together:
 - help make sure that everyone is and feels included
 - encourage everyone in the group and to get involved with all the activities
 - lead the evening round up encouraging people to talk about their day

- Help make the course run smoothly:
 - ensure everyone knows what they are supposed to be doing throughout the course
 - be aware of behaviour and feelings amongst the group; talk to the adult group leaders about any worries you may have about any members of the group
 - help the adult group leaders solve any problems that come up
- **Rounding off and following up from the course**
 - With your adult group leaders, have a group review meeting at the end of the course
 - Jointly with your adult group leaders, feedback to Back Up staff on activities, facilities, group members and suggestions for future course development, to ensure the success of this and future courses
 - Informing Back Up of what other services young participants might benefit from, and spotting potential leaders in the young participants

The Person

- Age: 13 - 24 years old with a spinal cord injury
- We are looking for someone who has these qualities **or** someone who wants to develop these skills
 - Be patient with people and think about their needs
 - Be able to listen to people and make them feel relaxed
 - Friendly and fun
 - To act professionally on the course and to understand the boundaries of being a group leader
 - Respectful and able to understand issues of confidentiality
 - A responsible team player **and** team leader
 - Able to speak confidently and delegate tasks to members of the group
 - Aware of their own limitations and not afraid to ask for support

Experience and Knowledge

- Previous Back Up course experience as a participant is desirable
- Knowledge of Back Up services, vision, mission and values

What are the benefits for you?

- Help people to grow in confidence and independence so they can do the things they love
- Build your confidence and leadership skills
- Learn more about the charity sector and Back Up
- Meet adult volunteers with spinal cord injury who share their different experiences / tips of living with spinal cord injury

- Looks great on your CV

Time Commitment

- Attend a 2-day training course
- Co-lead 1 course per year pending availability and opportunities

Support and opportunities provided

- Training will be given by attending a 2-day training workshop to support you as a Volunteer Young Group Leader and to develop your skills to fulfil the role
- Agreed expenses paid by Back Up
- Support and guidance from Back Up Courses Team, other course volunteers and other Back Up staff as applicable
- The chance to work as part of a dynamic team and to have a real impact on children and young people at an early stage, and to link them in with a lifelong network of support

Other information

Back Up has safer recruitment procedures in place to manage risk when staff and volunteers are working with children, young people and vulnerable adults. This role is subject to reference checks, and an appropriate DBS check or regional equivalent when young volunteers reach the age of 18.