

Volunteer Facilitator

Being Involved Group (BIG)



Who are BIG

BIG (the Being Involved Group) is a group for people with a learning disability in Knowsley.

They speak up about things that are important to them, giving them choice and control over their lives and attend meetings with outside agencies to put forward their views, playing an active part in planning and designing services, which are responsive to their needs.

They also get together at events such as Chill and Chat evenings at various locations in the borough.

Purpose of the role

To provide administration and practical support to BIG Group members to carry out their role as self-advocacy in Knowsley.

Typical tasks

- Support BIG Group members to carry out general administrative tasks. Typing up minutes /sending out invites, agenda's filing, scanning etc.
- To update our social media pages.
- Helping with the preparation of equipment and materials for BIG Group meeting.
- Assisting Big Group members to make telephone calls relating to their role
- Support BIG group members to attend meetings, this may include supporting people to ravel on trains and buses.

Typical time commitment

During BIG group meetings and office time and some events.

Skills, values, abilities and commitment needed

The following skills and qualities would be an advantage:

- Friendly and approachable manner
- An enthusiastic team player
- Good communication skills
- A commitment to attend regularly on agreed days
- An ideas person
- IT skills
- Good understanding and command of spoken English

Opportunities and benefits

- Access to training in health & safety, first aid, communications and more
- Opportunity to develop skills necessary for office work
- Take part in events and fundraising activities
- Chance to engage with and support the community
- Opportunity to contribute to our valuable work.