

**Volunteer Role Description**

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| **Role Title:** | Digital Volunteer - Training |
| **Where is the role based:** | This is a virtual home based volunteering role with virtual meetings as and when needed. |
| **Role Purpose:** | To support the County Volunteer Support Officer to create and develop online digital training videos and resources on different topics for key essential volunteer training. The role is to support individuals when volunteering and organisations in Cumbria to learn new skills and knowledge, which will help volunteers to adapt to new ways of volunteering and accessing training during Covid-19. |
| **Frequency:** | 3-4 hours a week though this is a flexible role which can be created around the volunteer. |
| **Actual Hours:** | This role is flexible around the volunteer so can be done during the day, evenings or weekends. |
| **Key tasks:** | * Help develop and create up to date digital videos for volunteer training, e.g: essential skills for volunteers, safeguarding, equality and diversity, communication skills and active listening, lone working and personal safety, dealing with difficult behaviour, roles and responsibilities of trustees, etc. * To support the digital delivery of Volunteer training for volunteers in Cumbria researching and providing advice on the different ways volunteer training can be delivered interactively via online platforms or online virtually. |
| **Skills required:** | To have experience and knowledge of:   * Digital and media design to develop appropriate training packages for volunteers online either through digital videos, podcasts, webinars, etc. * IT skills when using appropriate digital media design software and online platforms for the most effective method of developing and delivering training resources. * Creative and innovative * Ability to work independently and use own initiative * Good communication skills * Understanding the importance of brand colours and professional images for digital design work for training resources. |
| **What’s in it for the individual**  (list at least 4 benefits) | * Be a part of a welcoming, friendly and enthusiastic team * Utilise and develop your digital design and media skills and knowledge to up skill volunteers in Cumbria * Make a difference to the communities in Cumbria supporting local charities and community groups to recruit new volunteers. * Supporting more volunteers to gain new skills and knowledge to support them when volunteering during a national emergency and crisis such as Covid-19 and beyond * Improving your confidence and self-esteem * Sharing your skills with volunteers, Cumbria CVS and the Third Sector in Cumbria * Understanding more about the training needs of volunteers and the vibrant community sector in Cumbria * Be a part of Micro-Volunteering   The open development brief will enable you to be creative and innovative and bring your skills and ideas to make an important contribution to the development and delivery of new digital volunteer training to benefit volunteers and organisations in Cumbria. |
| **Equipment required** | Access to the internet and use of own computer/ laptop. |
| **Name and contact details of Volunteer Support** | Judith Smale, County Volunteer Support Officer, Cumbria CVS  Email: [judiths@cumbriacvs.org.uk](mailto:judiths@cumbriacvs.org.uk)  Telephone: 01768 800350 |