

Online Events Volunteer Role Description

Role:	Online Events Volunteer
Location:	Any Location
Commitment:	Regular Time Commitment (weekly, monthly – times to suit the activity)
Duration:	No fixed term

This is an ideal role for anyone who has an interest in helping other members connect online through an activity or an interest/hobby.

The global pandemic taught us new ways to stay connected. While many members enjoy face-to-face events, others find these challenging to attend for various reasons (time, money, travel, childcare etc.). Online events have proven to be an invaluable tool to help connect members up and down the country.

WAY volunteers have said they took on the role to 'give something back' after WAY has helped them so much. This is what WAY is all about – members coming together to offer their skills for the good of the charity.

Ideally, volunteers will have a knowledge of the current WAY website, as all events need to be displayed there, and have an idea, interest or activity that they would like to host online for members. This will ideally be a regular event, open to all current members of WAY Widowed and Young.

As most online events since 2020 have been using Zoom, it would be helpful to have a Zoom account. Free accounts are available and allow 40 minutes at a time, although members can rejoin using the same link if more time is needed.

Key Tasks

- Host a regular online event – ie weekly/monthly for one hour or two hours
- Post online events on the WAY website and on the closed members-only Facebook group (if a Facebook user)
- Attend volunteer meetings regularly for training and networking purposes.
- Keep up to date with WAY Widowed and Young events and news to enable you to respond to queries effectively.

Relevant Skills, Competencies and Expectations

- be a current member of WAY
- have access to the internet

- have a sound understanding of IT skills
- have a Zoom account (free Zoom accounts are available)
- be able to post an event on the WAY website (training for this can be provided)
- have an understanding of the purpose of WAY Widowed and Young.
- be able to communicate effectively and feel comfortable participating in online meetings
- have a duty of confidentiality to WAY in line with our policies and procedures.
- have an understanding of the functions of WAY Widowed and Young.
- advise us with as much notice as possible if you do not wish to continue in the role so that alternative provision can be made.

What WAY will do:

- provide all necessary information, support and guidance to enable you to fulfil the role effectively and confidently.
- send timely notification and links for meetings
- have a website area for volunteers where key information can be found
- provide regular WAY updates to all volunteers.
- provide training and support for any aspect of the role which you are unsure about.
- value the opinions of our volunteers and will be committed to developing consultation and representational procedures to ensure our services meet members' needs.

Benefits of Volunteering

- The opportunity to use your skills and experience to contribute to the success of WAY Widowed and Young.
- The opportunity to meet new people and develop a Social Network within your local area and beyond.
- References to add to your CV.
- Increase your confidence and gain new skills.

Most importantly, you will be valued member of the WAY team, helping to support our local members to get the most they can out of WAY.

For further information please contact:

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