



## Volunteer Role Description

<b>Support Group Volunteer</b>	
<b>Main purpose of the volunteer role</b>	<p>To support the overall aim of the ROS Support group network in providing people living with osteoporosis (and people impacted by osteoporosis such as family and carers,) with a supportive, friendly, and open environment to connect with others, and help people live well.</p> <p>A support Group Volunteer is a volunteer who is involved in organising the running of their local ROS Support Group. Specifically support group volunteers will undertake tasks such as those listed below:</p>
<b>Tasks</b>	<p>Some tasks may vary, depending on activities, but requests may include:</p> <ul style="list-style-type: none"><li>• Coordinate with fellow volunteers to organise and hold at least one meeting per year and communicate this to ROS Volunteering and Public Engagement team. This can be in any format – online, face to face, CAMEO.</li><li>• Liaise with Volunteering and Public Engagement (VPE) Team to communicate meetings and events with your local network, including creating promotional materials.</li><li>• Work with an assigned Online Champion Volunteer to send emails to your network advertising meetings, and events.</li><li>• Manage the support group email inbox, replying or forwarding emails to the Volunteering and Public Engagement (VPE) Team</li><li>• Update Volunteering and Public Engagement (VPE) Team on meeting attendance, sharing any photos or feedback. Share stories and photos for use in the volunteer newsletter (VNN)</li><li>• Adhere to ROS policy and procedures including completion of up to date risk assessments and sharing of up to date literature and communication.</li></ul>
<b>Place and Time</b>	<p>The ROS asks for a minimum commitment of each support group organising one support group meeting per year.</p> <p>Support Group Volunteers are expected to coordinate activity on a local basis with your fellow volunteers for meeting frequency and location. This can be in person, online or a mix of the two depending on your preferences.</p>

<p><b>Benefits to the volunteer and to the ROS</b></p>	<p>As a volunteer you will be given the opportunity to have free honorary membership to the ROS worth £24 per year <i>*correct Nov24</i></p> <p>A full ROS induction, support from the Volunteering and Public Engagement (VPE) Team and fellow volunteers to complete your role and enrolment to our 2025 rewards and recognition programme. Other volunteering opportunities become available across the ROS and, as with all our volunteers, we encourage you to explore other ways to become involved and discuss any ideas you might have.</p>
<p><b>Any knowledge, skills and personal qualities required for the role</b></p>	<p>Communication and administrative skills are desirable alongside basic IT skills.</p> <p>Being able to work as part of a team is essential, including the ability to understand perspectives of people affected by osteoporosis in a wide range of ways beyond your own unique experience.</p> <p>The ability to communicate clearly, both verbally and in writing, and to listen, is important for this role.</p> <p><b>Other skills required:</b></p> <ul style="list-style-type: none"> <li>• Confidence to take an active part in meetings with a mixed group of people</li> <li>• Organised and methodical, especially with managing your time and meeting deadlines.</li> <li>• Access to and able to use Microsoft Word, MS Outlook, and MS Teams.</li> <li>• Positive outlook, friendly and personable. Good listener.</li> </ul> <p>A knowledge of Osteoporosis is not required, a genuine interest in supporting the work of the charity is most important.</p> <p>We encourage people from all backgrounds to apply for this role – if you require any additional support in doing so, please let us know.</p>
<p><b>Training</b></p>	<p>An induction and welcome session will be arranged when you are onboarded as a new volunteer with us.</p> <p>Other training, relevant to the role and any additional tasks is available from the centrally based Volunteering and Public Engagement (VPE) Team and other relevant staff where required. Please note all support will be provided by the charity remotely.</p>
<p><b>How will you be supported in your role?</b></p>	<p>You will be supported in this role by the Volunteering and Public Engagement Team: <a href="mailto:volunteerengagement@theros.org.uk">volunteerengagement@theros.org.uk</a></p> <p><b>Travel expenses: Travel expenses can be claimed.</b></p> <p>The position is offered on a voluntary and unpaid basis. Travel and subsistence expenses will be reimbursed in line with ROS policy (and as agreed with your staff contact in advance).</p>