

Learning and Development Volunteer

Post:	Training Admin Volunteer
Salary:	Unpaid
Accountable to:	Kulveer Khatri
Location:	Inspire North, 3 Limewood Rd, Seacroft, Leeds LS14 1AB

About the Training Team

We are a leading provider of excellent, effective, and affordable mental health training. Our award-winning trainers are experts in their field within the mental health sector and pride themselves in delivering outstanding training.

We also provide and advise on in-house training for all our staff and volunteers, providing opportunity for professional development in-line with changes often met by services and support our colleagues to grow and achieve better outcomes.

Outline of the Role:

This role will support our existing Learning & Development Administrators to manage the Training Team’s training schedule and promotion.

Some of the activities that the volunteer role will get involved in include:

- Developing marketing materials to promote our training offer.
- Managing training booking using the training booking system.
- Creating and posting social media posts to promote our training offer.
- Supporting data entries for our training database.
- Other general admin duties as required.

Also with this role:

- Out of pocket expenses are reimbursed.
- Regular supervision is included in our offer of support.
- This volunteer role has the potential to develop, based on organisational need.
- We offer flexible hours based on your availability.
- Access to further training development opportunities

Requirements:

Previous experience of general administration work is not a requirement, and this role provides an opportunity to learn transferable office administration skills.

This role is subject to a DBS and Police Vetting checks.

We also expect our volunteers to:

- Represent Inspire North & Foundation in a knowledgeable and professional manner at all times.

- Always maintain appropriate professional boundaries
- Adhere to and keep up to date with policies, guidelines, procedures, and practices.

Mandatory training will be required which will include Information Governance and GDPR, Health & Safety and Fire Safety, as well as our Volunteer Induction.

Training Opportunities:

Volunteers will receive a comprehensive induction to the service, further ongoing training will be provided to support you in your role.

As well as any mandatory training, our Training Team provide a wide range of courses covering personal development. Volunteers can access our online training platform free of cost, with over 60 courses available.

With this role we can also support the volunteer to obtain with Maths and English qualifications through the Skills Network and other additional funding streams.

Opportunities also exist to undertake Mental Health Awareness training as well as opportunity to access the Care Certificate. It equips volunteers with the fundamental skills needed to provide quality care and gives you a basis from which you can further develop your knowledge and skills to progress a career in care.

Regular supervision is included in our offer of support where training opportunities can be discussed.

Why Volunteer for Inspire North?

- An opportunity to meet new people.
- A place where you can build skills and experience.
- An opportunity to use your experience and share this as appropriate in a positive way.
- This volunteer role is an ideal opportunity for someone wishing to gain experience in this area of work and has the potential to develop.
- Ongoing support and supervision provided to develop confidence in your role and provide opportunity to feedback on the volunteer experience.
- Out of pocket expenses will be reimbursed.
- Access to a wide range of free training opportunities including support to gain related qualifications.
- We offer flexible hours based on your availability.

To apply for this volunteer role please complete the [Inspire North Volunteer Application Form](#) accompanying this role description.

If you have any questions about the volunteer role, please contact Amy Faulkner-Gadd, Volunteer Development Manager on volunteer@inspirenorth.co.uk.