

Sheffield CYCLING 4 ALL

Office Volunteer

Aims of the Organisation/Service

Sheffield Cycling 4 All (SC4A) is a project that enables anyone to enjoy cycling, whatever difficulties or disabilities they face. We are a people led organisation committed to providing Sheffield with regular and active inclusive cycling sessions.

Volunteer Role Description

You will play a key role in the smooth running of our inclusive cycling project by keeping our records up to date, helping deal with enquiries from the public and some research.

Tasks you may do include:

- Maintaining up to date attendance records
- Maintaining organisational details for groups that send people to our sessions
- Keeping up to date emergency contact and DBS records for all participants, volunteers and project staff
- Monitoring project performance in accordance with funders' guidelines
- Keeping the project website up to date with session times, group meet-ups and other news
- Publicising the project through social and mass media and regular newsletters
- Answering public enquiries about the project made through the Disability Sheffield office
- Help identify suitable fundraising opportunities and gather information needed for fundraising applications

Your Skills and Experience for this Role

- Good communication skills
- An interest and understanding of people and an ability to demonstrate patience, sensitivity and reliability
- A friendly, professional and welcoming manner and the ability to relate to a wide variety of participants



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- A commitment to relate to Disabled people in a non-judgemental way and to treat everyone as equals
- The ability to work with a range of people from a wide variety of social and cultural backgrounds, with a variety of impairments
- Good attention to detail
- Ability to follow instructions and to ask questions to clarify information
- Willingness to attend training, support and supervision meetings as required
- Carry out tasks according to Disability Sheffield policies and standards. In particular, confidentiality, equal opportunities and health and safety
- Ability to work as part of a team and work with Sheffield Cycling 4 All / Disability Sheffield staff and volunteers
- You will need to be able to take care of all your personal needs whilst at our session (as well as travelling to and from the session) or you will attend with a carer who will support you at the session

Benefits of Volunteering with Us

- Experience of working in a team and office environment
- Supervision
- An opportunity to engage with the wider work of Disability Sheffield
- Training opportunities, including:
 - Induction training
 - Disability Equality training
 - Safeguarding training

When can you volunteer?

Our offices are open Monday - Friday, 9am - 5pm

Time commitment requested: a minimum of 8 hours a month

Other people in your team you will work with

- Session Supervisors (normally the Sheffield Cycling 4 All project coordinators, but occasionally their freelance replacements)
- Sheffield Cycling 4 All / Disability Sheffield staff and volunteers

Who to Contact for more Information about this role

Rosemary Hill, Sheffield Cycling 4 All Project coordinator

Tel 07565 695296 Email Rosemary.hill@disabilitysheffield.org.uk



Disability Sheffield
Centre for Independent Living

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