

# Volunteering essentials

**PARKINSON'S<sup>UK</sup>**  
CHANGE ATTITUDES.  
FIND A CURE.  
JOIN US.

Thank you for your interest in joining Parkinson's UK's volunteer team. Volunteers started the organisation in 1969 and are still central to the charity today. Roles vary from photography and campaigning to educating and fundraising. If you join our team, we will aim to provide a rewarding and worthwhile experience for you. All Parkinson's UK volunteers must be aged 18 or over.

## Volunteer Role Description

### Volunteer role

Branch Chairman

### Location

Billericay Branch  
Archer Hall, Emmanuel Church Hall, Laindon Road, Basildon CM12 9LD

### Time commitment

Branch meetings are held on the third Saturday of the month 2.30-4.30pm. Committee meetings are held at least four times a year, for approximately two hours  
Additional time commitment: approximately five hours per week, sometimes more.

### What the role involves

Local groups across the UK are run by volunteers and offer friendship and support to people living with Parkinson's, their families and carers across the UK. The Branch Secretary keeps the branch organised and running smoothly. The Billericay Branch is active within your local community and regular activities include meetings with entertainment and speakers; outings; intensive exercise classes; gentle exercise classes; movement with music; a music group and a singing group.

As a Branch Chair you will:

- keep up to date about the news and developments of Parkinson's UK and actively share them with the group
- make effective use of the skills and strengths of other volunteers so that the group has the greatest impact in your local area
- engage with local staff and volunteers to meet the needs of local people

affected by Parkinson's

- be an enthusiastic Parkinson's UK ambassador for the group, building its profile locally
- lead regular committee meetings, supporting other volunteers to be involved
- work with the Volunteer Coordinator to enable the group to operate within Parkinson's UK's guidelines to bring forward the day when no one fears Parkinson's.

### What you could get out of volunteering

As the Branch Chair you would have the opportunity to:

- do something meaningful for people affected by Parkinson's within your local area
- meet new people and make new friends, both in the group and in the local community
- learn and develop valuable leadership, teamwork and people skills
- make a valuable contribution to the success of the group  
be part of an innovative and inclusive organisation committed to finding a cure and improving life for everyone affected by Parkinson's.

### What we're looking for and why

We are looking for volunteers who:

- have strong leadership, organisational, communication and IT skills so you can work effectively with a wide range of people and leading the group
- are able to make balanced decisions taking into account multiple views in order to meet the needs of local people with Parkinson's
- have a positive attitude to make things happen in your local community
- will lead meetings in an open and inclusive way so that the views and feedback of people with Parkinson's shape the support the group provides.

You may also be asked to undertake relevant learning and development opportunities and be invited to attend events and meetings.

## Training and support provided

Volunteers starting a new role will complete the Parkinson's UK Induction created by volunteers for volunteers. Our award-winning range of videos, exercises and vital information covers what you need to know about the charity, the support available to you and other useful resources. You can access it on our website at <https://www.parkinsons.org.uk/content/volunteer> or will be provided with a hard copy version.

It's really important that people affected by Parkinson's can trust us with their personal information. As a Branch Chair you would be handling personal or sensitive data and will complete Our Information Matters training so that you can confidently carry out your role. Your Parkinson's UK staff contact will provide guidance and training.

Throughout your role your Parkinson's UK staff contact will provide you with additional support and learning resources you may need including guidance, training and online learning options.

## References

We ask volunteers to provide details of a referee for some of our volunteer roles. This is to help us confirm the identity of our volunteers and to build up a better understanding of them.

**Does this role require a reference?**  Yes  No

## Volunteer expenses

We believe that no Parkinson's UK volunteer should find themselves out of pocket because of expenses incurred when carrying out their volunteering activities on our behalf. As a volunteer you can claim out-of-pocket expenses in line with Parkinson's UK's Volunteer Expenses Policy.

## Criminal record checks

Some of our volunteer roles are classed as regulated activities supporting vulnerable people, and volunteers applying for these roles will be asked to undertake a criminal records check. This is at no cost to the volunteer. Your Parkinson's UK staff contact will provide you with further information on this process.

**Does this role require a criminal records check?**  Yes  No

## Have you any questions?

If you would like some more information or have any questions about this role, please contact the Volunteering team on [volunteering@parkinsons.org.uk](mailto:volunteering@parkinsons.org.uk) or telephone **020 7963 9328**. You can also visit our website [parkinsons.org.uk/volunteer](https://www.parkinsons.org.uk/volunteer).

*Thank you for your interest in volunteering as part of our team!*