

Volunteer wanted:

Administrator for Vista Members' Forum

Expected Commitment: To attend meetings four times a year and carry out follow-up work

Location: Vista Shop, 21 Hotel Street, Leicester, from home and/or Vista House

Responsible to: Chair of Vista Members' Forum

About Us:

Vista changes lives. We are the leading charity working with children and adults with sight loss in Leicester, Leicestershire and Rutland.

Primary Objectives:

The Vista Member Forum offers opportunities for local people with sight loss to meet and discuss issues important to them, including Vista's services, and those from other organisations. Members also set up and run self-help activities, including an email group that aims to help people with technology.

It is difficult for everybody to attend our quarterly meetings, and so the minutes are a vital means of informing people of decisions and initiatives. We are looking for a volunteer with experience of administration, taking minutes and using email, as well as other methods, for managing communications.

You may become involved in other aspects of the work of the forum, such as working with members on specific projects from time to time.

Responsibilities:

- Attending all forum meetings, which is currently four times a year on a Saturday morning, taking minutes and writing them up for review by the Chair
- Typing up and circulating the minutes of the meetings
- Assisting the Chair in ensuring that papers for discussion are submitted and distributed on time, and that the agenda is prepared and circulated.

Optional responsibilities:

- Helping with practical arrangements, such as setting up tables and chairs, and offering refreshments
- Promoting the forum to other Vista staff and volunteers
- Assisting with the recruitment of new forum members.

Qualities and skills we are looking for:

- Excellent organisational skills
- Reliability
- Flexibility - occasionally being available at short notice
- A good command of written English, with the ability to use simple and clear language
- The ability to distil important points from a general discussion and record them
- The desire to work with blind and partially sighted people, giving a voice to members and shaping services

Support provided for you:

- Reimbursement of out-of-pocket expenses
- Visual Impairment Awareness Training
- Other training, as identified

We hope that by becoming a volunteer you:

- Learn new skills
- Increase your self confidence
- Meet new and interesting people
- Help us to make a difference for people with sight loss

Health & Safety:

All volunteers will be expected to:

- Ensure that they comply with Vista's Health & Safety policy at all times
- Take reasonable care for the Health & Safety of themselves and others whom may be affected by their acts or omissions whilst volunteering.

This volunteering opportunity is suitable for volunteers aged 18 years and above and is subject to a DBS check and 2 references.

Next steps:

For an application form, contact the Volunteer Coordinator on **0116 249 8843** or **volunteering@vistablind.org.uk**. You can post your application to **Vista House, 1A Salisbury Road, Leicester, LE1 7QR**. Alternatively, download the application form at **www.vistablind.org.uk/volunteer**.