

# Volunteer with Kirklees Visual Impairment Network



## Role: Admin Support

### About KVIN:

KVIN is a network of staff, volunteers and service users who help break down stereotypes of people with sight loss and encourage them to reach their full potential. We offer emotional support, guidance and friendship as well as providing peer support to help people with visual impairments learn to effectively use and make the most of technology such as Amazon Alexa, Google Home and various apps for phones and tablets.

As the charity is user-led, it is run by people with visual impairments and is a real lifeline for people who think they have to give up doing all the things they like due to sight loss.

To do this we are providing virtual support by Zoom and over the phone. We are expanding our services to provide additional information sessions to share useful information about services and technology and activity groups to have some fun with others and perhaps learn something new. We are seeking both Visually Impaired and sighted volunteers to help us expand our service.

### Role description:

We need organised people to help us with our day to day admin tasks to ensure these new activities run smoothly.

Help to organise new activities, promote them and record the monitoring data afterwards.

Experience using a computer with email and Microsoft Office applications such as Word and Excel is beneficial.

**Location:** Flexible, from home or at our offices in either Brian Jackson House, Huddersfield or Whitfield Centre, Batley.

**Days and times:** Wednesday, Thursday or Friday. Flexible commitment from 3 hours per week.

### Who you are:

You enjoy meeting people and are enthusiastic and friendly.

You are organised and like a challenge.

You can communicate with service users, staff and other volunteers.

You want to give your time to KVIN to benefit local people with visual impairments.

### What you will gain:

Become part of a friendly and dedicated team.

Meet new people and make friends.  
Gain skills and experience for your career.  
Be offered training opportunities to develop in your role.

**Additional information:**

You will need 2 references and a DBS check before you can start this role.  
An induction to the organisation and role will be provided.  
Travel expenses will be reimbursed and any other out of pocket expenses incurred.  
You may undertake your role in spaces where there are Guide Dogs present.  
KVIN have a flexible approach to volunteering and a variety of roles available to suit individuals who want to get involved.

**For more information contact:**

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