

## **INFORMATION VOLUNTEER ROLE**

### **Summary of this role**

To provide support to information services of the Encephalitis International.

### **What's involved?**

- You will build knowledge of and keep up to date with the organisation activities and services.
- You will build knowledge of the information services that Encephalitis International provides.
- You will review booklets, factsheets and any other information resources produced by the organisation when required.
- To possibly help organise/take part in focus groups regarding our information resources.
- To complete any necessary training to help support you in your role.
- You will feedback and report details of your activities to the Encephalitis International on a regular basis.

**Please note that the Information Volunteer role does not allow you to give medical or other specialist information or counselling. Dealing with press, media and PR are only permitted with a prior agreement from the Encephalitis International.**

### **Estimated hours**

Flexible, depending on individual commitments and the organisation agenda, but an estimate of up to four hours per month.

### **Place of volunteering**

Home-based/online, with the possibility of attending meetings or focus groups in public locations.

### **What's required?**

- A good understanding of encephalitis and its implications.
- The willingness to read, review and feedback on different info resources.
- Be able to provide constructive feedback.
- Access to the internet and a computer, tablet or mobile telephone.
- Attention to detail.

### **Benefits to you**

- Be part of a passionate and caring team who want to make a difference.
- Personal development.
- Recognition of your contributions to Encephalitis International
- Reasonable expenses paid.
- Increased likelihood of gaining paid work from voluntary experience.
- Possibility to make a difference in somebody's life.