

We are looking for volunteers to support our staff to facilitate online meetings, social events and workshops for different ongoing projects. Our groups and events are designed to tackle social isolation and to share most up-to-date information and knowledge on various topics for people living with HIV. Our aim is to help our volunteers to gain skills to facilitate groups with our staff members. You will play a key role in making our participants feel welcome.

Location: Any UK location

Commitment: Approximately 2-4 hours per week.

Reports to: Relevant project coordinator/caseworker

DBS: Standard DBS check

Tasks and activities:

Support Positively UK team members to

1. create a safe and welcoming environment for our participants,
2. facilitate the event by steering conversation, ensuring everyone have their say in the group,
3. ensure the event starts and ends on time,
4. facilitate the event by being attentive and receptive to the opinions of others,
5. facilitate online meetings on digital platforms (such as Zoom, Microsoft Teams, Google Meet etc),
6. to promote our events or activities to our participants,
7. To support staff members with logistical session support, such as admitting late participants, communicating with participants in chat, conveying questions and comments to the leaf facilitator, facilitating breakout rooms, etc,
8. To be available to provide support if an individual needs to have a side conversation outside of the main room.

Person specifications:

1. To be living with HIV
2. To be empathetic to the needs of others
3. To have good listening skills
4. Reliable and time sensitive
5. To be aware of boundaries, confidentiality, and safeguarding
6. Interested in working with people from different backgrounds
7. To enjoy working in a group environment
8. Preferably with some group facilitation experience
9. Preferably having knowledge in digital meeting platforms (zoom, Microsoft teams)

Benefits offered:

1. Volunteer induction and training
2. Peer mentoring training
3. Internal training on digital meeting platforms and group facilitation

4. To be part of the team and attend ad-hoc events