



# Aniridia Network UK

## Volunteering Officer role

In addition to the general responsibilities of officials the holder of this role is expected to:

- advertise for and recruit new volunteers, conducting any appropriate checks on them
- retain existing volunteers, increasing their activity levels if possible
- identify volunteering opportunities and define them with role or task descriptions. Work with others to revise existing role/task descriptions as necessary.
- ensure volunteers are provided with induction and sufficient (on-going) training necessary for them to perform their roles efficiently and effectively.
- supervise and support all of Aniridia Network UK's volunteers, including erstwhile trustees
- regularly monitor each volunteer's performance and contentment with their role. Advise, support or take action as necessary to help resolve issues.
- organise methods for recording and acknowledging the contributions of volunteers and the celebrating the difference these have made.
- develop methods to quantify the efforts of volunteers in financial and full time staff equivalent terms
- develop and implement a volunteering strategy
- establish, monitor, review and update volunteer policies and procedures in light of contemporary legislation and best practice.

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Web: **[aniridia.org.uk](http://aniridia.org.uk)**

Twitter: **@aniridianetuk**

Facebook: **AniridiaNetworkUK**

Aniridia Network UK is  
registered as a charity

with HMRC: Reference XT26830