

Volunteer Role Description

Training content admin



What will I be doing?

- In this role you will help to maintain our training courses across our online platform.
- Create training materials from content that our training team put together, including infographics, diagrams and images.

Main duties:

- Create images, diagrams and infographics on Canva from information provided by our trainers
- Upload course content onto our Cup-O-T Learning Collective platform
- Set up the requirements for course participants assignments
- Update courses as research comes out
- Set up webinars and live online learning sessions and communicate this with the online learning community

Safeguarding

- Adhere to safeguarding policy and procedures
- Report any safeguarding incidents or concerns to the Designated Safeguarding Lead
- Complete safeguarding training as required



Who we're looking for

- We are looking for someone with good computer skills and using Canva
- Able to work with "background" systems on a learning platform - training will be provided
- Able to follow Cup-O-T's brand guidelines to ensure consistency across the platform
- Good verbal, written and pictorial communication skills
- Organisation and planning skills to ensure courses are uploaded to deadlines
- You will need your own laptop that is up-to-date with security protection



Practical information

Where: Online / virtual volunteering

When: Project based, approximately 2-7 hours a week. This will be flexible and projects will work to deadlines.

Accessibility: If you have accessibility needs please contact us to discuss.



Contact information

Jemima Tash (Business Administrator) - Mon-Fri 8.30am-1.30pm
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Cup-O-T:
Wellness and Therapy Services.