Volunteer with Special Olympics GB!

Special Olympics Great Britain (SOGB) is a non-profit organisation and largest provider of year-round sports training and athletic competition in summer and winter sports for children and adults of ALL abilities with intellectual disabilities also known as learning disabilities.

At Special Olympics GB, our volunteers are the backbone of our organisation.

Special Olympics GB exists today thanks to the time, energy, commitment and kindness of people just like you who put inclusion into action to make the world a better place.

More than 3,500 dedicated volunteers and coaches across Scotland, England and Wales support and drive the delivery of our sports programmes – enabling the participation in training and competitions for people with intellectual disabilities, all year around.

The Role: Eligibility Officer

A Special Olympics Eligibility Officer plays a key role within each of our clubs and programmes. As a Eligibility Officer you will be the individual an athlete will liaise with regarding their eligibility for SOGB Competitions and Events.

You will assist athletes and their families/carers to complete SOGB registration forms and support athletes to access our pathways, depending on an athletes goals and aspirations . You will also take strides to empower others to be inclusive in all SOGB activity.

To ensure that you have the help and assistance you need to be successful, you will be provided with direct support by a team of SOGB national office staff. In addition you will have links with volunteers within other clubs and programmes to help build a network of contacts so that you can share ideas and thrive within our network.

If you are a healthcare professional, teacher, social working or a real people person then this might be the role for you. Please take a look at the Person Specification below and the Role Descriptor on the following page.

Person Specification:

- Fully endorse the mission and philosophy, ethos and values of Special Olympics
- Good Level of IT knowledge including MS Office, Email, Excel and/or Google Sheets
- Have a person centered approach to inclusivity
- Strong organisational skills
- Be a registered SOGB volunteer
- Minimum of 18 years of age

Time Commitment: 1-3 hours a week (could vary depending on programme)
Venue: Accredited Special Olympics GB (SOGB) Programme
Responsible for: Overall coordination of athlete intake within an SOGB Accredited Programme

Duties and Responsibilities:

- Be the main point of contact for both parents/carers and SOGB Staff for athlete registrations and associated queries
- Read and understand the SOGB Eligibility Criteria with the support of SOGB National Office Staff, and implement this within club processes
- Assist Athletes/Families/Carers in the completion of registration forms via the club to national office. This includes:
  - Special Olympics Athlete Membership form (including athlete code of conduct)
  - Release Form
  - Eligibility evidence
  - Applicable Health Forms
  - Athlete Profiles/Risk Assessments
- Support athletes to access pathways that are in line with their individual needs, goals, aspirations. This can be identified and captured via the Athlete Profiles for example.
- Liaise with National Office staff as per athlete eligibility and membership numbers
- Ensuring all athlete data is collected and held in line with SOGB Data Protection Policies and Procedures and GDPR
- Ensure Special Olympics GB training is valid, as required on an ongoing basis.

Useful Skills Required:

- Good Level of IT knowledge including MS Office, Emails etc
- Be well organised
- Be approachable
- Be an active listener and communicator
- Have the ability to empower others to be inclusive in all activity.
- Understanding and knowledge of Disability - this may include having a basic awareness of documents such as Education Health and Care Plans (EHCP) (preferred but not essential)
- Be empathetic and adaptable to support people with complex needs.

Useful previous experience:

- Knowledge of Special Olympics GB
- Previous experience within the Sports Sector (preferred but not essential)
- Previous experience of working with individuals with an intellectual disability (preferred but not essential)

Essential Requirements:

- Fully endorse the mission, philosophy, ethos and values of Special Olympics
- Be registered as a volunteer through the accredited programme
- To understand the SOGB Eligibility Criteria
- Hold a valid Enhanced Children and Adults DBS (provided by SOGB free of charge)
- Complete the free Athlete Mentorship virtual e-learning course via Special Olympics Learning Portal (preferred but not essential)

Development Support:

- Access to training via Special Olympics Learning Portal
- Access to training resources via Sport England Club Matters
- Support via Special Olympics Great Britain staff
- Support via local Special Olympics regions
- Access to training opportunities via SOGB Resources
- Access to future funding opportunities through potential projects such as the Workforce Development Bursary (coming soon)