Volunteer with Special Olympics GB!

Special Olympics Great Britain (SOGB) is a non-profit organisation and the 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: Main Contact

A Special Olympics Main Contact plays a vital role within each of our clubs and programmes. You will be the individual who acts as the primary point of contact between the accredited club, other SOGB accredited programmes and SOGB national office staff.

This is a role that allows you to inspire, lead, support and create opportunities for athletes and volunteers, whilst also giving you the opportunity to be the local voice and champion of Special Olympics GB.

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 leader, manager or someone who thrives in building processes and supporting others, this is 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
- Ability to have a person centered approach, be approachable and an active listener
- Good level of IT knowledge including MS Office, Email, Excel and/or Google Sheets
- Experience of leading a team of staff or volunteers to successfully deliver tasks
- Previous experience of working with individuals with an intellectual disability (preferred but not essential)
- Be a registered SOGB volunteer
- Minimum of 18 years of age

Special Olympics Great Britain

Time commitment: 2-6 hours a week (could vary depending on programme)

Venue: Any accredited Special Olympic GB (SOGB) Programme but can be completed remotely

Responsible for: Overall coordination of accredited programme and its members

Duties and Responsibilities:

- Be the primary point of contact and liaison between the accredited programme, other programmes and SOGB National Office staff
- To ensure each sport session is set up to meet the needs of those involved and SOGB requirements
- Complete and submit the annual programme accreditation process with SOGB
- Distribute relevant SOGB information and communications on a club level
- To take the lead of club compliance and ensure it meets the standards set by SOGB as per SOGB Accreditation Agreement, including producing and implementing club risk assessments and other key procedures.
- Manage and maintain the programme's active member register ("membership log") and update SOGB National office accordingly
- To be the local voice and advocate of Special Olympics GB
- To support the development of local opportunities for people to engage with Special Olympics GB.
- To inspire, lead, support and create opportunities for your athletes and volunteers
- To lead on the development of an inclusive, athlete centred environment
- The Main Contact name and their contact details will be included on the website, to allow people interested in the Club / Network to make contact – this could be a general club email account.
- Be part of regional steering groups – helping shape Special Olympics within the local region. (Optional)

Useful Skills Required:

- Good Level of IT knowledge including MS Office, Email, Excel and/or Google Sheets
- Be adaptable and approachable
- Ability to influence and facilitate change
- Be able to successfully delegate tasks and be well organised
- Be an active listener and communicator
- Understanding of Special Olympics

Useful previous experience:

- Previous experience or involvement with Special Olympics GB
- Previous experience of working with individuals with an intellectual disability (preferred but not essential)
- Previous experience within the sports sector (preferred but not essential)

Essential Requirements:

- Fully endorse the mission, philosophy, ethos and values of Special Olympics
- Be a registered Special Olympics GB volunteer through the accredited programme
- Minimum Age 18
- Be able to build an inclusive athlete centred approach
- Hold a valid Enhanced Children and Adults DBS (Applicable if the individual is in regulated activity within the programme – this may vary)

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