

PSPA Volunteering

Role	Support Group Coordinator
Location	UK Wide. In-Person or over Zoom
Time commitment	6 hours a month approx.

About the role

PSPA's local support groups are at the heart of our work in communities. They offer people living with Progressive Supranuclear Palsy (PSP) & Corticobasal Degeneration (CBD), their families and carers, a welcoming, inclusive space to meet others in a similar situation, share experiences and access information.

As a Local Group Coordinator, you will help reduce isolation by organising and hosting regular support group meetings in your local area or online. You will create opportunities for people affected by PSP & CBD to connect, build friendships and access support.

What's involved?

You will help coordinate a local support group that meets monthly or every six weeks, either in person or online. Each meeting will last between 1.5 and 2 hours, with an estimated time commitment of approximately 6 hours per meeting, including preparation, organisation, administration and follow-up.

PSPA will provide support and guidance to help you carry out the role.

Key tasks:

- **Arrange meetings:** Source an accessible venue, arrange meeting dates.
- **Welcome members:** Greet attendees and help new members feel comfortable.
- **Facilitate conversations:** Encourage members to share experiences and connect with one another, helping to maintain a friendly, inclusive environment.
- **Organise refreshments:** Arrange and purchase refreshments for in-person meetings.
- **Plan activities and speakers:** Identify suitable topics, activities or guest speakers. PSPA can help with planning and identifying potential speakers.
- **Signpost to support:** Direct members to the PSPA helpline for referrals or specialist support where needed. You are not expected to provide specialist advice yourself.
- **Complete administration:** Maintain attendance records, arrange future meeting dates and ensure new members are asked to complete the relevant registration forms.

What skills do I need?

- Good communication skills, including the ability to introduce people and encourage conversation.
- A warm, caring and approachable manner.
- The ability to handle conversations sensitively and diplomatically.
- Experience of organising or running meetings.
- Reliability and a commitment to organising meetings regularly.

Rewards of becoming a Local Group Coordinator

- Make a meaningful difference to people living with PSP & CBD, their families and carers.
- Gain experience and develop your organisational, communication and facilitation skills.
- Meet new people and help build connections within your local community.
- Receive reimbursement of travel expenses and any refreshments bought.

Training

We provide a comprehensive welcome package containing the information, guidance and resources you need to carry out the role.

Before starting, we ask you to attend an in-person or online support group meeting to gain an understanding of how the groups operate. You will also need to complete two short online courses covering GDPR and safeguarding.

We hold quarterly Support Group Meetings where volunteers can connect with others in the same role, share experiences, discuss challenges and learn from one another.

Our Volunteer Coordinator is also available to answer questions and provide ongoing guidance throughout your volunteering.

Interested?

If you have any questions about the role, please contact the volunteering team on 01327 368597 or volunteering@pspassociation.org.uk

We would love to hear from you!