



## KEEN London Volunteer Role Description

We run free, engaging and accessible activities for children with additional needs and disabilities. Our inclusive services offer one-to-one support that helps children to thrive, develop and, most importantly, to have fun.

<b>Role Title:</b>	Website accessibility project volunteer
<b>Service/Team:</b>	Communications
<b>Reporting to:</b>	Fundraising & Communications Manager
<b>Time Commitment:</b>	Minimum six hours to help progress some of the small changes we would like to make to the look and feel of the website
<b>Location:</b>	Remote
<b>Skills:</b>	<ul style="list-style-type: none"> <li>● Good understanding of wordpress</li> <li>● Good eye for design and creativity</li> <li>● Awareness of GDPR and data protection issues</li> <li>● Self-motivated and able to work remotely and independently as well as with the fundraising and Comms Manager</li> </ul>

### Why we need your help

Our services are aimed at families of children with additional needs and disabilities. Many of our parents have disclosed their own additional needs and we know that approximately 20% of the population is neurodiverse, 20% have difficulty reading and writing, 10% have a learning difficulty and approximately 4% of the population has a visual impairment. We want to make sure that our services are accessible to everyone and that families, supporters and volunteers are able to access the information they need on our website.

### Purpose of the role

Following a one day impactathon volunteering day with with Kings business students in December we have some suggested changes for our website that we would like help implementing. We have broken these down into smaller tasks which can be shared if volunteers only have limited time to support or can be taken on by one volunteer alone.

### **Tasks and activities**

- Redesigning our front page call to action banner moving from image only to image and text which works with a screen reader and is easily editable.
- Enhancing the visual design of the website, following Impactathon recommendations to improve layout, formatting and the clarity of information provided.
- Work with Comms team to add alt text descriptions to images and links to aid accessibility throughout the website using wordpress.

### **Why Volunteer with KEEN London?**

KEEN London would not be what it is without the volunteers who support our work, and we want to ensure that all our volunteers gain just as much from their volunteering journey as they put into the charity. To that end:

- We will provide job/character references to volunteers after a reasonable period of volunteering with us.
- We will give you opportunities to access other roles within the charity to help you broaden your skills.
- We have a budget set aside to cover volunteer expenses (see Volunteer Agreement below)
- We will provide you with ongoing feedback and support to enable you to reach your full potential at KEEN, you will receive an induction and handbook prior to starting your role and you will receive access to a virtual training portal with additional resources.

### **Volunteer Agreement**

All KEEN London volunteers are asked to observe the Volunteer Agreement. This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

As a volunteer with KEEN London you can expect:

- To be a part of a unique and evolving charity that is providing a valuable service to children and young people with additional needs.
- To be introduced to how the organisation works and your role within it.
- A supportive and reciprocal environment that ensures a positive experience for you as a volunteer.
- To be invited to volunteer at special events and fundraising activities.
- Travel expenses up to £10 per return journey each time you travel into the office or to an external event.
- To be treated fairly and equally with dignity and respect, regardless of race, ethnicity, gender or gender identity, age, (dis)ability, religion or sexual orientation.
- A safe and healthy environment for you to volunteer in.
- Any problems or complaints to be investigated quickly and resolved fairly.
- Recognition for your efforts and successes – celebrating achievements and rewarding loyalty and dedication.

Our expectations of volunteers:

- To maintain and uphold the reputation and good name of the charity.
- To treat other volunteers, staff and service users fairly and with dignity, and to respect everyone equally, regardless of race, ethnicity, gender or gender identity, age, (dis)ability, religion or sexual orientation.
- To ensure appropriate levels of confidentiality and data protection are upheld.
- To uphold our Child Protection and Safeguarding Policy.
- To adhere to all health and safety instructions.
- To be punctual and reliable when attending sessions and activities.
- To bring energy, enthusiasm and a willingness to learn.