



**Red Balloon of the Air**  
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[www.redballoonlearner.org.uk](http://www.redballoonlearner.org.uk)

**Role:** Staff Well-being Team Support Volunteer

**Purpose:** To assist the Well-being team in creating and maintaining a platform for supporting the needs and wellbeing of RBAir staff.

**Volunteer LineManager:**

**Volunteer Coordinator:** Stephanie Blackman

This role description is subject to change depending on the volunteer, line manager and role requirements. Any changes/additions will be confirmed prior to the application process.

**Key Tasks:**

- Support the Staff Well-being team with administrative tasks.
- Help create and maintain the online Staff Well-being Hub
- Research support available in key areas for staff.
- Update the Staff Well-being Team of any upcoming events or new information that may benefit the team.

**Personal Qualities/Experience**

- Empathetic, reliable, organised and friendly.
- Team player but with the confidence to work independently within a group.
- Flexible with good communication skills.
- Good IT knowledge is required.
- Well-being/therapeutic experience/interest is desirable.

**You are not expected to:**

- Engage with the young people and families.
- To carry out the same role as a paid staff member.
- Provide any therapy or mentoring to staff members.

**Location:** From home and occasional trips to our Milton premises

**Hours:** 1-1 ½ days per week fixed term with the potential to extend.

**Recruitment process:**

Application, informal interview, DBS check, two references, induction and ongoing support with regular 1-1 reviews.

Founder and President: Carrie Herbert MBE  
Trustees: Debbie Barryl (Chair), Dr Carrie Herbert MBE, Mark Maddocks, Jenny Raine, Carol Revie, Carolyn Tiller  
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