

## Virtual Social Event: Host and Co-host Volunteer Role Description

We offer people affected by Crohn's or Colitis the chance to join a virtual social event with others across the UK. The events are a chance to chat, share experiences and potentially learn from others. Each event may have a specific topic but the overall discussion will be driven by what those attending wish to talk about. These events are run by a trained host and co-host volunteers.

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### What this role involves:

#### Host:

- Facilitating the meeting, making sure everyone feels welcome, is given the opportunity to speak and share their experiences

#### Co-host:

- Managing the technical aspects of the meeting relating to admitting attendees, monitoring the chat function and management of in meeting controls and permissions for participants

#### Both roles:

- Create a meeting environment where everyone feels safe and comfortable to share their experiences
- Being part of the hosting team for around 4 events over a 12 month period
- Completing training and an induction period into the role
- Volunteering in line within Crohn's & Colitis UK policies, guidance and procedures

### Specific tasks may include:

- Welcoming the attendees and setting out the informal plan for the event
- Making sure everyone feels welcome and is given a chance to speak
- Signposting to Crohn's & Colitis UK services and other appropriate services, in line with the organisation's procedures
- Feedback to the Volunteering Team on meeting attendance and any issues or concerns arising
- Attending refresher training where provided

### Who we are looking for:

- People with lived experience of Crohn's or Colitis – either you or a close relative/friend ideally would have been diagnosed with Crohn's or Colitis for at least two years
- Experience of successfully facilitating meetings. Ideally in a virtual environment.
- Reliable and flexible individuals who can commit to specific event times in advance and are occasionally available at short notice
- Excellent communicators with the ability to listen effectively and manage any potential attendee conflicts in the meeting
- People with access to a computer and a confidential space to take part in video calls
- Excellent IT skills, ideally with experience of hosting or attending virtual events

### What we can offer you:

- Induction training in virtual event facilitation
- Ongoing support from the Volunteering Team who will guide and support you, and ensure that you have everything you need to carry out the role successfully
- Chance to develop your communication, listening and facilitation skills
- Opportunity to support others affected by Crohn's and Colitis
- The knowledge that you are making a valuable contribution to the work of the organisation.

### To note

- Virtual Social events are not intended to provide medical or professional advice, are only for those aged 18+ and are designed as one off events and not intended as support groups.
- By training to be a host you could take on either role of host or co-host at each event depending on the individual meeting. You can request to only be a co-host who looks after the technical aspects to the meeting and support the host who facilitates the meeting.
- By being a host or co-host you need only share personal experiences if you are comfortable doing so. There is no obligation to do this. The main aim of the hosting team is to provide a space for people to share experiences and support the flow of conversation where required.

Updated: March 2021

Review: March 2022