



Growing Hope |
Registered charity 1176358

Growing Hope, 390 Caledonian Road,
London, N1 1DN | 07519 965200
info@growinghope.org.uk

Clinic Administration Champion Volunteer Role Description

Growing Hope is a charity providing free therapy for children and young people with additional needs in partnership with local churches across the UK. We aim to grow hope for children, hope for families, and hope in Jesus. We currently have four Growing Hope clinics: King's Cross, Brockley, High Wycombe and Gateshead. We provide support groups for parents and siblings of children with additional needs through our clinics as well as offering facilitator training to support the wider community. We also support churches through accessibility training and our award scheme.

Clinic Administration Champions will volunteer within one of the Growing Hope clinics but there is also opportunity for remote working. The clinics need an organised and intuitive person to help within the clinic for a minimum commitment of a morning or an afternoon session a week for 6 months minimum.

We are looking for someone who:

- Can offer minimum a half day a week.
- Is well organised.
- Is happy to work remotely.
- Can work independently.
- Can track and follow through processes.

Role Summary

A clinic admin volunteer could have varied tasks according to the need of the clinic, these may include:

- processing referrals.
- inputting data.
- creating appointment letters.
- contacting families.
- responding to general enquiries- phone or email.
- signposting families to other services.
- connecting with other local services.
- ad hoc administrative tasks such as finding local grant providers.
- creating resources.
- supporter correspondence.

This role would be for minimum half a day a week. We ask our volunteers for a minimum commitment of 6 months.

This role is flexible within clinic hours and is has opportunities for both in-clinic and remote working.

Apply here: <https://forms.gle/qzwBAdgxZtsaD63k7>

Providing free therapy for children and young people with additional needs and their families in partnership with local churches across the UK.