



Personal Assistant Volunteer Role Description

Position: Personal assistant

Organisation: Mae Murray Foundation

Responsible to: Board of Directors -Safe-guarding, risk, incident and outcome reporting
Operations Manager – Day to day running

Location: Events will be in different locations in N.Ireland

Hours Required: As and when required. This role is flexible. We have several events per month. As events are planned, we email dates, times and locations out to our 'bank' of personal assistants. Personal assistants then confirm whether or not they are available for upcoming dates.

Aim: To help young people to take part by facilitating any personal care assistance they may need.

Main Roles:

Aid with event outcome monitoring/ reporting by providing feedback.

Attend team briefing prior to each event – this will be prior to young people arriving and in the location of the event

Attend debrief after events

Help with event set up

Help young people with feeding, toileting, changing (if applicable)

Provide assistance to facilitate participation (includes pushing chairs, prompting young people to get involved, taking part yourself)

Registered Charity No.NIC100842