Dyslexia Research Trust

Become a DRT Volunteer

Information Pack
Thank you for volunteering your time.

If you have any questions or require help filling in the application form, please contact our Charity Administrator, Clarice Davies on Tel 01865 282552 or email clarice.davies@dpag.ox.ac.uk.

We may need to follow certain procedures but we will try and make the application process as simple and straightforward as possible.

Thank you for your support.

Prof John Stein FRCP
Professor of Neuroscience & DRT Chairman
How to become a DRT Volunteer

What Volunteering Involves

The Dyslexia Research Trust (DRT) exists through the fantastic efforts of a small team of dedicated staff and volunteers. Volunteers play a key role throughout the DRT.

Here are some of our wonderful volunteers......

Pam & Jill are part of our clinic team, handling enquiries and keeping things running smoothly to allow our orthoptists to carry out our visual assessments. Our website is in much need of some TLC and Adam & Lily are creating an up to date, accessibility friendly website to improve communications and raise awareness of our work. Pauline is a vital part of our fundraising team, helping to organise successful charity dinners and events and she is our in-house publisher of our annual newsletter, Spotlight.

Meet Pauline Hi, my name’s Pauline Bowerbank; I’m a retired English Lecturer and live in Forest Hill, a small village on the outskirts of Oxford. I’ve been a volunteer for the DRT for two and a half years and have loved every moment. The work that I have done has been varied and very interesting. I’ve typed up clinic reports, worked on the DRT database, stuffed envelopes, helped organise the DRT Charity Dinner and Auction at Magdalen College. I’ve also helped to produce Spotlight, the DRT newsletter, and worked on updating the DRT website.

Mostly I’ve worked with Clarice in the Oxford office but quite often I’ve worked from home - the hours are flexible and everyone who works at the DRT are friendly, supportive and dedicated. This is a job I can highly recommend!

In fact I’ve known John Stein for many years - he and Sue Fowler helped my son, Geoff, in the 1980s. Thanks to their expertise, dedication and warm-hearted support, Geoff became able to manage his dyslexia and began slowly to gain in confidence and self-esteem. His reading improved dramatically but, like many people who have dyslexia, Geoff still finds writing and spelling pretty tricky. Now he lives in Shanghai and has been teaching English to young people there; he’s also studying Mandarin which goes to show that given the right help, especially from such a dedicated team, dyslexia doesn't have to be an insurmountable wall - it can be scaled. And the view from the top can be breathtaking.

The DRT makes this possible but the charity relies on the generosity of the public for its funding. Without the help of donors, sponsors and volunteers, Professor Stein would not be able to develop his ground-breaking research and Sue Fowler would not be able to run the Clinic in Reading. This is why I am a DRT volunteer - and this is why the DRT needs more people to help, in whatever way they can.

DRT volunteers really can help give young people the chance they deserve to climb that wall and succeed in life.
The Application Process
It is vital that we recruit the most appropriate and committed volunteers. Our work is very specific so we ensure that our application and training process is easy.

We operate a system of "Meet & Greet" interviews so that we can tell prospective volunteers about different types of volunteer activity within our charity. This provides an ideal opportunity for us and for you to ask questions and to check that there is a good match between our needs and yours.

Successful applicants will be asked to complete an application form, and depending on whether their role will involve contact with children, may have a Criminal Records Bureau (CRB) check. This check will need to be carried out prior to the volunteer starting their role. There are many satisfying roles within the DRT in which to volunteer your time and energy. You are our ambassadors and it is our privilege to help ensure that you are equipped to continue spreading the word on behalf of the DRT.

Equal Opportunities
The Dyslexia Research Trust (DRT) is committed to equality of opportunity as an employer in all aspects of its work, including volunteering. All efforts will be made to prevent discrimination or unfair treatment against any volunteer/employee on the grounds of ethnic origin, religion, gender, sexual orientation, marital status, age or disability.

Health & Safety
The volunteer will be given Health & Safety information including a tour of the premises during their initial week of training. A copy of the DRT's health and safety policy can be obtained on request.

Confidentiality
Information about staff, volunteers and participants in our clinical research studies are treated with the strictest confidence. Information of a confidential nature should not under any circumstances be divulged to anyone outside the DRT, without prior permission from the named person and consent of the individual concerned.

Volunteer Expenses
Whilst recognising that some volunteers may not choose to claim out of pocket expenses, the DRT can provide reasonable travel expenses for both staff and volunteers. Please ask for more information on the DRT travel policy.

Insurance
All staff and volunteers are covered by the DRT's insurance policy, whilst they are working on the premises of our Oxford or Reading offices.

If you decide to leave the DRT
It would be very much appreciated if volunteers could provide notice of their intent to leave so that we have an opportunity to find a suitable replacement.
Volunteer Application Form

Thank you so much for your interest in becoming a volunteer with the DRT. If you have any questions or would like us to fill in the form for you please let us know.

Please complete all sections and continue on a separate sheet if necessary

1. **Personal Details**
   - Title:
   - Surname:
   - First name:
   - Address:
   - Post Code:
   - Telephone: Home: Work:
   - Mobile:
   - E-mail:

2. **Employment Status (circle as appropriate)**
   - EMPLOYED UNEMPLOYED RETIRED STUDENT OTHER

3. **Why have you chosen to become a volunteer?**
4. **Volunteer Experience**
The more information you can give us about your skills and how you feel they could best be used, will allow us to create a role description that is appropriate to you. Which of the following roles are you most interested in? (tick as many boxes as you like)

<table>
<thead>
<tr>
<th>Role</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Administration (general office work, mail outs, etc)</td>
<td>☐</td>
</tr>
<tr>
<td>Fundraising (assisting with events, seminars, etc)</td>
<td>☐</td>
</tr>
<tr>
<td>PR (assist in identifying ways to raise awareness and campaign)</td>
<td>☐</td>
</tr>
<tr>
<td>Helpline (answering calls to the helpline and booking appointments)</td>
<td>☐</td>
</tr>
<tr>
<td>Grant Applications (assisting grant officer by identifying potential grants and follow up activities)</td>
<td>☐</td>
</tr>
<tr>
<td>Other work as required (special projects etc)</td>
<td>☐</td>
</tr>
</tbody>
</table>

5. **What hours will you be available for voluntary work?**
Please tell us whether you would prefer to work on a regular basis or only as required. Tell us which days of the week are suitable and whether you prefer to work from Oxford, Reading or from home?

6. **Skills and Experience**
Please summarise any skills you have which you consider to be relevant to this volunteering opportunity. Please include education, qualifications, training and work background. Please attach a separate sheet if necessary.
7. **Do you have any specific requirements that we should be aware of?**
i.e Dyslexia or any relevant medical issues.

8. **Referees** (Please provide details of two referees who are not related to you and will vouch for your character and claims you have made on this application form).

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

Daytime Telephone: __________

Email address: __________

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

Daytime Telephone: __________

Email address: __________

11. **Declaration**

I declare that the information I have given is true to the best of my knowledge.

Signature: __________

Date: __________

---

Data Protection Act 1988
The information provided by you on this form is required for the purpose of maintaining a database of past and current volunteers.