

Dyslexia Research Trust

Become a DRT Volunteer



Information Pack



Main Office: Dyslexia Research Trust, Dept of Physiology, Anatomy & Genetics, Parks Road, Oxford OX1 3PT
Telephone: 01865 272116 Fax: 01865 272478

Visual Clinic Enquiries: Dyslexia Research Trust, 179a Oxford Road, Reading Berks RG1 7UZ.
Telephone 0118 958 5950

Website www.dyslexic.org.uk Email info@dyslexic.org.uk

Registered Charity Address: Magdalen College, Oxford OX1 3AU **Charity Number:** 1052989

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

Who are the DRT?

What do we do?

10% of UK children experience serious difficulties with learning to read.

The Dyslexia Research Trust (DRT) is a charitable research organisation.

Their work includes:

- ❖ Funding visual assessment clinics for children and adults who struggle with reading and writing.
- ❖ Offering treatment to overcome reading difficulties, including coloured glasses and coping strategies.
- ❖ Funding world class scientific research into the causes of reading problems.
- ❖ Formal diagnosis of dyslexia for adults and children to help with exam concessions.
- ❖ Providing assistance to employers and employees in the work place.
- ❖ Working with students and adults with dyslexia and offering them guidance and advice.
- ❖ Raising public awareness of dyslexia and how it can be overcome.

The DRT's work has helped thousands of children and adults to reach their full potential in life: transforming their self esteem and confidence for the future. As a non-profit making charity, the DRT is dependent entirely on public support and donations which really can make a difference: we want to help these brave dyslexic children, (who experience shame and humiliation through no fault of their own) as early as possible, to keep going and not to give up.

Can we count on your support?
www.dyslexic.org.uk

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:	
In case of emergency	
Name:	
Address:	
Telephone:	
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)

Office Administration (general office work, mail outs,etc)

Fundraising (assisting with events, seminars, etc)

PR (assist in identifying ways to raise awareness and campaign)

Helpline (answering calls to the helpline and booking appointments)

Grant Applications (assisting grant officer by identifying potential grants and follow up activities)

Other work as required (special projects etc)

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).		
Name:		
Address:		
Daytime Telephone:		
Email address:		
Name:		
Address:		
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.



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