

Could you be a Volunteer-led  
**Support Group  
Assistant?**



# About us



Lupus UK is a registered not-for-profit charity established in 1990.

## Our Vision

A world where people with lupus can live full and active lives.

## Our Mission

To empower people by providing information about lupus and offering support, so their voices are heard and their condition diagnosed and managed effectively.

## Our Values

- We believe in improving the lives of people who have lupus.
- We believe that lupus patients are entitled to specialised care and treatment.
- We believe that lupus patients are entitled to the best possible information about their condition.
- We believe in informing and educating the medical profession and the public about lupus and its effects.
- We believe in bringing people with lupus together so they are not isolated.
- We believe in listening to people who want to talk about lupus.

## What we do

**We deliver a wide range of activities to achieve our vision. Our charitable objectives are:**

- To increase awareness of lupus amongst patients, health professionals and the public.
- For all people with lupus in the UK to have a timely diagnosis and equitable access to high quality treatment.
- To empower people living with lupus.
- To support families and carers impacted by a diagnosis of lupus.
- To influence at policy level, ensuring that the voices of those living with lupus are heard.
- For Lupus UK to represent the whole lupus community.

# About the role

## Role Title

Support Group Assistant

## Reports To

Volunteer Support Group Facilitator

## Role Purpose

The role of a **Support Group Assistant** is to support the local group and the local group facilitator to meet the needs of local people affected by lupus.

## Key Values and Responsibilities

- Have empathy with people living with lupus.
- Keen to support the Volunteer Support Group Facilitator.
- Maintain a safe and welcoming space for anyone affected by lupus in your area.
- Assist with supporting people to access the venue.
- Be realistic about what you can and cannot do, especially juggling everything that life has to offer.
- Uphold our good practice guide for safeguarding, health & safety and data protection.
- Undertake relevant training. Please note: This role requires a basic DBS check before assistants can lead groups.

## Key Elements of the Role

### Supporting meetings

- Help to set up the venue
- Welcome guests
- Supporting vulnerable members
- Helping to tidy up
- Cover for absence subject to agreement

### Organising

- Supporting the lead with communication with the group
- Supporting the arrangement of activities where required (such as venue booking etc.)

### Compliance

- Ensure good data protection and GDPR practice is upheld
- Attend training and team meetings where required
- Support lead in submitting reports to head office

## What are the next steps?

Contact our Community Services Development team.

There are other volunteer roles which may be suited to your time commitments and interests, let's discuss those too.



Support Group Facilitator



Support and Information Line Volunteer



Support Group Assistant

We have a range of volunteer opportunities, please contact us for details

For more information, please email our Volunteering team at [volunteer@lupusuk.org.uk](mailto:volunteer@lupusuk.org.uk)