

Admin Volunteer Role Description

ABOUT OUR TEAM

Spectrum Gaming is run by a group of dedicated volunteers and a strong team of trustees who help to ensure we get things right for our community members. While Spectrum Gaming is managed and facilitated by volunteers, we believe that young people's voices are the most important in deciding how services should be delivered and how they should be supported. Therefore, what we do, how we run, and our transformation is driven by members of our community. 35 autistic young people are part of our voluntary staff team, and they fulfil a variety of roles including Server Managers, Event Planning Managers, Server Improvement Team Members and Moderators.

Working with young people has led to the creation of the 3 core values of Spectrum Gaming:

- **Child Centred** – The members of our community should be the people who decide what we do and how it develops.
- **Emulous** – We embrace (and encourage) criticism. We will always be open minded and willing to learn and improve.
- **Quality over quantity** – We will prioritise people who are in our community first, and make sure any changes we make do not compromise the experience of current members of our community.

Our community receives overwhelmingly positive feedback, which is why we continue to improve on what we do and develop. Here is some feedback we have had so far:

<https://padlet.com/info13231/SpectrumGaming>

At the moment, there are:

- Over 200 young people in our under 13 community
- Over 250 young people aged 13-17 in our teenager community
- 300 young people on our Minecraft server
- Over 1400 members of our Facebook group for parents and professionals

And these numbers are continuing to increase due to high demand.

Thank you for your interest in Spectrum Gaming

ABOUT THE ROLE

Position	Admin Volunteer
Salary	Voluntary
Responsible to	Creative Director
Employer	Spectrum Gaming

PURPOSE OF THE POST

Admin volunteers are a vital part of Spectrum Gaming's team. We are a small team with many volunteer roles, most working remotely. At the moment, our response time to messages is very slow, which is why we are looking for some more admin volunteers to join our team.

Being an admin volunteer involves being able to respond to emails and messages on social media to ensure we respond to young people, family members and professionals in a timely manner.

KEY RESPONSIBILITIES

- Having a scheduled time during the week to respond to messages in our email and social media inboxes
- Forwarding emails to or labelling emails for other staff members when required
- Sending friendly responses to emails to ensure people feel comfortable contacting us
- Following a set format for email responses, but also using your judgement/ intuition to respond to other emails/ messages that may come through (this may include messaging staff directly if a quick response is required from an individual staff member)

PERSON SPECIFICATION

Essential:

- *Full training will be provided, so the main essential criteria is being open to learning and challenging yourself, to support young people in the Spectrum Gaming way. Our views and approach in supporting autistic young people are different to the norm, where autism is seen through the medical model and as something negative*

Desirable

- *Experience in supporting autistic young people (personal or professional experience), or lived experience of autism*
- *Ability to identify new opportunities and partnerships.*
- *Ability to maintain a positive, professional attitude working with a range of people.*
- *A proactive, problem-solving approach to tasks and issues.*
- *Awareness and understanding of neurodiversity in particular autism.*

All Spectrum Gaming staff members are expected to demonstrate:

- Ability to work as part of a team.
- Open commitment to the principles of equal opportunities, diversity and respect.
- Full commitment to empowering and supporting autistic young people and amplifying their voices.
- Ability to plan and prioritise work and fulfil administrative duties.
- Reliability
- Ability to identify and implement innovative solutions to problems.

For more information about this role, please contact info@spectrumgaming.net