



VOLUNTEER ROLE DESCRIPTION

Our vision is to foster a corporate environment where neurodivergent people are understood and form an invaluable part of the work culture – could you help us achieve this?

Please contact volunteer@neurodiversityinbusiness.org If you require this role description in an alternative format.

Title	Content Administrator
Team	Neurodiversity Resource Hub
Number of hours	3-4 per week
Timing of your volunteering	As far as possible, you can choose to contribute your hours at a time convenient to you, but please note that there will be a requirement for you to attend regular team meetings (frequency varies by team). You may have the opportunity to influence the timing of these team meetings at a later date, but this cannot be guaranteed.
Location	Working from home/remote-friendly
UK-based? (this may apply to a few of our roles)	Any
Expenses	Reasonable expenses will be paid in accordance with our expenses policy if your volunteering requires you to attend a venue away from home.
Conduct expectations	We expect you to treat other NiB volunteers, staff and any stakeholders with whom you have contact on NiB's behalf, in an inclusive and respectful manner at all times. You will be expected to sign a non-disclosure agreement before joining us and to comply with our internal policies and procedures.
Start date	ASAP
How to apply	Fill in the form on our website (on the Volunteer With Us page)
Interview process	There will be a two-stage process. The first stage is a general interview to get to know you and understand your motivation for joining us. The second stage is an interview with the Team Lead or person with whom you would be working, where your role-related skills will be discussed.

Volunteering with NiB

- We aim to offer an inclusive and supportive volunteering environment
- We aim to provide the support you need to be happy and productive in your role
- We offer reasonable adjustments during the selection process and in your role – please just let us know what would help you

Team function

The NiB Resource Hub was set up to curate the best-in-class content on neurodiversity at work in one easily accessible place. The Hub is a well-regarded website resource open to anyone across the world who could benefit from it.

Tasks and responsibilities

- Add new material to the resource hub

Skills and experience we're looking for

- Good IT/technical skills
- Ideally, experience of database management