

## Role description – PANS PANDAS UK Volunteer Training Researcher

**Job Title:** Training Researcher

**Reporting to:** Volunteer Manager

**Location:** Home based

**Hours:** Flexible

**Terms:** Volunteer



### **About us:**

PANS and PANDAS are complex neuro-psychiatric conditions which are frequently misunderstood and misdiagnosed. PANS PANDAS UK are the only charity in the UK working to improve outcomes and ensure brighter futures for people affected by PANS and PANDAS.

We provide support and information to families, and work tirelessly to inform medical practice, raise awareness, engage with medical, social work and educational professionals, and much more.

We're a small team based at home in various UK locations. We keep in touch frequently online and have a warm, supportive and positive culture.

### **Role overview:**

The training researcher will support the charity by identifying and maintaining a list of relevant free training opportunities for staff and volunteers. This role helps ensure the team has access to valuable learning and development resources.

### **Key responsibilities:**

This is a research and organisation role; volunteers are not expected to deliver or evaluate training. The training researcher will:

- Research free online and in person opportunities relevant to the charity's work
- Identify courses suitable for staff and volunteers e.g. safeguarding, wellbeing, leadership, digital skills etc.
- Record all findings in a structured Excel spreadsheet/database
- Include key information such as:
  - Course title
  - Provider/organisation
  - Brief description
  - Format (online, webinar, in person)
  - Duration
  - Link to access
  - Eligibility (if applicable)

- Regularly review and update the spreadsheet
  - Remove expired or outdated training
  - Add new opportunities
- Ensure information is accurate, clear and easy to use

**Skills and experience:**

- Good research skills (Online searching)
- Strong attention to detail
- Confident using Excell or spreadsheets
- Organised and able to present information clearly
- Ability to work independently

**Impact of the role:**

- Helps staff and volunteers access valuable learning opportunities
- Supports professional development across the charity
- Builds a useful, up-to-date training resource for the organisation

**Training and support:**

- Full induction and training provided.
- Ongoing support from the charity's staff team.
- Opportunities for further development and peer networking.

**Benefits of volunteering:**

- Make a meaningful difference in people's lives.
- Be part of a supportive and passionate team.

If this role sounds like you, then please fill in our [application form](#) to express your interest.

If you have any questions about the role, please contact

[kathryn.gillett@panspandasuk.org](mailto:kathryn.gillett@panspandasuk.org)