

Briefing Tracker & Stakeholder Admin Volunteer

Volunteer role description | Version v1.0 | June 2026

Help maintain briefing invite and stakeholder records so invitations, responses, sector coverage and follow-up routes are recorded accurately over time.

About Learn Without Limits CIC

Learn Without Limits CIC is a Wales-based, parent-led organisation developing practical navigation support for families of children and young people with Additional Learning Needs (ALN) and related system barriers. Our work combines parent insight, safeguarding-aware information, public policy interpretation, open-call briefings, digital resources and our Prevent -> Bridge -> Progress model.

About Bridge and Pathway 2

Bridge is our staged route for young people, parent carers and adult volunteers who want to rebuild confidence, contribute to real projects and move towards learning, volunteering, training, work or community contribution after education disruption. Pathway 2 is especially important for parent carers returning to confidence and work, while also allowing other adult volunteers to contribute bounded operational skills where appropriate.

Why this role matters

Learn Without Limits CIC runs quarterly open-call briefings as part of its cross-sector engagement model. The tracker is not just admin: it is an evidence trail showing who was invited, which sectors were reached, what responses were received and what follow-up is needed.

Purpose

To support accurate administration of the briefing invite and stakeholder tracker during active briefing cycles.

What the role involves

- Update the briefing invite tracker using agreed fields and status categories.
- Record who has been invited, when, by which route and for which briefing.
- Log acceptances, apologies, write-up requests, bounces and substantive responses.
- Help categorise contacts by sector, geography, stakeholder type or follow-up route.
- Flag important replies, missing information or follow-up actions to the Programme Lead.
- Support simple weekly summaries during briefing cycles.
- Help keep post-briefing follow-up notes organised.

Skills and experience

- Spreadsheet confidence, using Excel, Google Sheets or similar tools.
- Admin or office experience, or strong evidence of accurate record keeping.
- Careful attention to detail and consistency.
- Respect for confidentiality and appropriate data handling.
- Ability to follow a defined process rather than improvise stakeholder messaging.
- Interest in project support, stakeholder engagement or governance evidence.

Time commitment

Around 1-2 hours per week during active briefing periods, with lighter involvement outside those periods.

Age, training and safeguarding expectations

This role is open to adults aged 18+ because Pathway 2 operational roles may involve contact records, event attendance information, stakeholder communications, internal planning documents, community infrastructure or safeguarding-adjacent information.

Because this role may involve contact records, stakeholder information and briefing response data, GDPR / data protection awareness training will normally be required. Level 2 safeguarding training may also be requested if the role expands into community-adjacent information handling. Training can be completed through self-study online learning.

This keeps roles accessible while maintaining appropriate standards around confidentiality, safeguarding, data protection and governance.

Boundaries

- This is an admin and tracking role, not a public representative role.
- The volunteer does not provide casework, legal advice, advocacy, clinical advice or safeguarding decisions.
- Any safeguarding concern or sensitive family information must be escalated through agreed LWL routes.
- The volunteer should not create new stakeholder messaging without approval.

What we offer

- A clearly bounded adult volunteer role with an agreed purpose and review point.
- Remote participation and proportionate expectations around time and capacity.
- A chance to support a Wales-wide parent-led prevention and navigation model.
- Useful experience in admin, stakeholder engagement, digital operations, evidence gathering or project support.

Interested?

To express interest, please contact support@learnwithoutlimitscic.org and include the role title in the subject line.

More about our work: learnwithoutlimitscic.org

Bridge page: learnwithoutlimitscic.org/bridge.en.html