

## Quarterly Invite & Follow-Up Coordinator

*Volunteer role description | Version v1.0 | June 2026*

**Support the practical administration of quarterly open-call briefing invites, reminders, response logging and post-event distribution.**

### 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

LWL briefings are designed as open-call, cross-sector entry points. The practical value comes from clear invitations, accurate response tracking and focused follow-up. This role helps keep that rhythm organised without relying on the founder to carry every administrative step.

### Purpose

To support the sending of approved invite templates and follow-up communications for the quarterly briefing cycle.

### What the role involves

- Prepare invite batches from approved tracker data.
- Send approved email templates to agreed contact groups.
- Record replies, bookings, apologies and write-up requests in the tracker.
- Flag important replies, strategic contacts or sensitive issues to the Programme Lead.
- Help prepare one-week reminder batches where agreed.
- Support post-event thank-you emails and write-up or recording distribution.
- Help prepare future invite cycles for September, December and March briefings.

### Skills and experience

- Confident email administration skills.
- Ability to follow approved wording and agreed process.
- Good attention to detail when using contact lists and trackers.
- Basic spreadsheet confidence.
- Professional communication style and understanding of confidentiality.
- Experience in admin, PA, project support, events or stakeholder coordination would be useful.

### Time commitment

Usually a short fixed project around each briefing, especially 4-6 weeks before the event and 1-2 weeks afterwards.

## **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 data, stakeholder communications and response records, GDPR / data protection awareness training will normally be required. Level 2 safeguarding training may also be requested where the role touches community or safeguarding-adjacent information. 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**

- The volunteer sends approved communications only.
- The volunteer does not create political, funder or stakeholder messaging without review and approval.
- The volunteer does not provide casework, legal advice, advocacy, clinical advice or safeguarding decisions.
- Any sensitive reply must be escalated rather than answered independently.

## **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](mailto:support@learnwithoutlimitscic.org) and include the role title in the subject line.

More about our work: [learnwithoutlimitscic.org](https://learnwithoutlimitscic.org)

Bridge page: [learnwithoutlimitscic.org/bridge.en.html](https://learnwithoutlimitscic.org/bridge.en.html)