

MDUK Transcription Volunteer - role description

We understand that a diagnosis of muscular dystrophy changes everything. Every day Muscular Dystrophy UK is urgently searching for treatments and cures to improve lives today and transform those for future generations.

How you will make a difference

We are looking for a volunteer to come on board for one to two months to support our marketing strategy work with transcription of interviews and workshops. You will enable the Marketing strategy working group to distil information and insights from the interviews when they are written up.

Role title: Transcription Volunteer

Location: Remote

Department: Marketing and Communications

Frequency: approx. 8 hours a week

Minimum period: 4 weeks

Maximum period: 8 weeks

Summary of role

What you'll get out of the role:

- Experience with transcribing interviews and workshops
- Exposure to the process of qualitative data gathering
- Understanding of the development of marketing strategy
- Opportunity to contribute to our marketing strategy, helping us to communicate effectively with our community of people living with muscle-wasting conditions

What you'll be doing:

- Review and transcribe Zoom recordings
- Produce technical summaries of conversations
- You may be asked to distil transcriptions into key themes of the conversation

What you'll bring:

- Excellent skills with Microsoft Word
- Ability to work to deadlines
- Adherence to confidentiality

Commitment to volunteers

What we expect from you:

- enthusiasm and commitment to supporting the work of MDUK
- to maintain and uphold the reputation and good name of the charity
- to listen to, and work co-operatively with paid members of staff and other volunteers – treating all with courtesy and respect
- to take reasonable care of your own health and safety and that of others who may be affected by their acts or omissions
- to support the charity's equal opportunities and diversity policy – helping to promote this to all our supporters
- to provide us with feedback on how we can improve your volunteering experience with the charity
- to inform us if your commitment to us, for any reason, can no longer continue

What you can expect from us:

- your main contact will share the *Volunteers' handbook* with you, which will act as a summary of the information within the Volunteer Policy (you can ask for the full policy document if you'd like, too)
- regular email updates on the charity's work
- contact with other volunteers working with MDUK
- your main contact will work with you to provide any support and training you need to fulfil your role
- you can claim back pre-agreed reasonable expenses as per the MDUK expenses policy (which is outlined in your *Volunteers' handbook*)
- insurance cover, while volunteering, under MDUK's public liability insurance, as per the insurance policy (which is outlined in your *Volunteers' handbook*)
- a formal, written procedure for resolving difficulties; if you have a complaint it will be dealt with promptly and fairly.

Other

Confidentiality agreement:	Required
GDPR training:	Provided
Travel:	N/A
Access to internet:	Required