# Programme / Project Description / Aims and Objectives

The Volunteers Framework Working Group has been set up in 2019 in order to professionalize EULAR’s collaboration with the EULAR PARE Volunteers. Milestones during this time include the development of a Volunteers Brochure, EULAR PARE Volunteers Framework Policy, the development of certificates and reference letters and the set-up of induction webinars. Its working programme for the coming 2 years includes the following items:

- to continue the development of the EULAR PARE Volunteers Handbook (an orientation guide with all relevant documents which volunteers should be aware off)
- to kick off and monitor the implementation of the EULAR PARE Volunteers Framework Policy
- to build on the two pilot series of induction webinars and ensure training opportunities for volunteers
- to develop a proposal to launch a professional volunteers training programme within the EULAR School
- to tackle any unmet needs highlighted by EULAR PARE volunteers

## Role of Working Group Members

- to develop and review new and existing material for the EULAR PARE Volunteers Handbook
- to organise and run the EULAR PARE induction webinars
- to support the monitoring of the implementation of the EULAR PARE Volunteers Framework Policy
- to develop the proposal to organise a professional volunteers training programme

## Timeline / Detailed Schedule

- Skype telecalls every 3-5 weeks (stable internet connection is required to join)
- 2-4 h of weekly support envisaged
- Tasks to be distributed among WG members (deadlines apply)
- All the work is foreseen to be conducted via email, no regular travelling foreseen

## Required Skills
Essential skills:
- Good written and oral English
- Good attention to detail and analysing processes
- Good communication skills
- Interest in the organisational work of EULAR PARE
- Ability to work in a team and to take responsibility
- Ability to work to deadlines

Desirable skills:
- Knowledge about RMDs
- Experience as a volunteer in a national organisation
- Experience in applying MS Office (Powerpoint, Word, Excel, using Ms Teams)
- Ability to read and write documents in a formal manner
- Higher level of education or equal experience in working with RMDs

Additional Comments

The Working Group needs 3 additional members.
Current Working Group members come from: Bulgaria, Poland, Portugal and Cyprus.

If you have questions, please contact pare@eular.org.