

Age UK Bromsgrove, Redditch & Wyre Forest Volunteer

Volunteer Support Assistant

- We would not be able to do what we do without the amazing support and commitment of our volunteers
- As a local charity, we offer a range of different volunteering opportunities (including Befriending and Care Calls, Information & Advice, Foot Care Assistants, Friendship Club Volunteers, IT Tutors/ Buddies and Retail Volunteers) in addition to opportunities to support our operations and our Board of Trustees
- As part of our commitment to providing the best volunteering experience, we are seeking **Volunteer Support Assistants** (based at our Windsor Street office, Bromsgrove) to help connect people with our volunteering opportunities and to support them with 'getting involved'



What do Volunteer Support Assistants do?

Our Volunteer Support Assistants undertake a variety of activities including:

- Helping to recruit volunteers and promote new opportunities
- Attending and supporting volunteer events
- Dealing with volunteer enquiries and helping to process volunteer applications
- Support with volunteer inductions and training
- Providing support to Volunteer Managers with volunteer communications

Personal qualities most suited to this role:

- Friendly and approachable, with an appreciation of the value of volunteers
- Good interpersonal and communication skills, with previous experience of supporting people
- Confident speaking to people on the telephone, in addition to being computer literate
- Able to use own initiative and also be part of a team
- Willingness to undertake training and work within Age UK BRWF's guidelines and policies (including Data Protection)

What you will get out of the role?

- A rewarding experience supporting a local charity and an opportunity to engage with your local community
- Practical experience of working in an office environment and being part of a team
- Experience of supporting volunteers and helping others to achieve their goals
- An opportunity to enhance your CV or learn new skills.

What is expected of me?

- We are seeking people who can regularly commit a few hours a week and who are interested in making a real difference

What you can expect from us?

- We will make sure that you receive appropriate training for the role and that you have the support of a Volunteer Manager
- We will also cover agreed out-of-pocket expenses for volunteers

For further information please contact us on 01527 570490

Email: enquiries@ageukbrwf.org.uk Visit: www.ageuk.org.uk/brwf/

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