

<b>Volunteer role:</b>	<b>Community Engagement Volunteer Admin</b>
<b>Service:</b>	<b>Community Engagement .</b>
<b>Supported by:</b>	<b>Community Engagement Manager and Community Engagement Officer</b>
<b>Location:</b>	<b>81 Brigstock Road, Thornton Heath CR7 7JH</b>
<b>Days / hours</b>	<b>3 hours per week.</b>
<b>Training:</b>	<b>Full training and ongoing support are provided.</b>
<b>Travel expenses:</b>	<b>We will reimburse any out-of-pocket expenses.</b>

## **An overview of Community Engagement**

The Community Engagement service has a wide remit to address isolation and loneliness for older people in Croydon, providing social events, activities, friendship and connections across the borough.

The service integrates and collaborates with all of Age UK Croydon services to expand our reach and continue to make our services more accessible and inclusive

## **What will I be doing?**

As Community Engagement Admin volunteer you will inputting data on to the organisation's data base (Charity Log), attending events when required in the borough and other general office admin duties.

## **Personal qualities and experiences**

- Empathetic and patient.
- A desire to help people.
- Approachable.
- Non judgemental
- Organised.
- Good attention to detail
- Good listening skills.
- Good basic computer skills
- Ability to use own initiative
- A willingness to learn through training and supervision.

You will have the ability to maintain professional boundaries and adhere to Age UK Croydon's policies and procedures, including Confidentiality and Safeguarding. This role is subject to an enhanced DBS check.

# VOLUNTEERING



**In return, you will:**

- Join a friendly team and be supported in your role.
- Receive ongoing training and supervision.
- Empower Clients and make a positive difference to their lives.