

Volunteers Needed



Framework
For your future



Position: Staff Support

Role Description

Our staff support volunteers are crucial to our day to day running of our services, we're looking for volunteers who can help with this and also work alongside our staff to support service users with their independence

Main Responsibilities

To assist staff with the day to day running of their service this may include assisting with;

- Referral application processes
- Interviewing service users
- Service user drop-in sessions
- Assessment appointments
- Any office duties within each individual's capabilities
- Service user activities
- Supporting service users to access services

Commitment

This will depend on how much spare time you have to commit to the role and the service's needs. It is recommended that you have contact with your supervisor weekly and arrange supervisions in line with the amount of hours you volunteer – additional time will be needed for this.

We require a minimum of 4 – 8 hours weekly or fortnightly. A minimum commitment of 6 months is also preferred.

Volunteer Support

You will be fully supported by a Volunteer Supervisor. Time will be committed to your personal development and will include supervision, support, and training plans. Out of pocket expenses will be paid. This includes travel costs, lunch and child/other care.

For more information about this position please contact the volunteering team on:

Tel: 0115 8504107 Email: volunteering@frameworkha.org