

Volunteer Role Profile.

Volunteer Role

1. Key holder/Office Volunteers
2. Group Support Volunteer Workers
3. Fundraising Volunteers



Where you will be based

Charlies-Angel-Centre Foundation
6B Ashbrooke Park,
Parkside Lane,
LS11 5SF

Why we want you.

Charlies-Angel-Centre is growing, and we want to expand our volunteer staff. We are looking for volunteers that suit a range of roles. Not all tasks listed below will suit each volunteer and we will work with you to identify where you feel comfortable.

What you will be doing

1. Meeting and welcoming clients and counsellors.
2. Operating the laptop, including inputting appointments.
3. Overseeing support groups.
4. Administrative tasks.
5. Raising awareness of the charity and promoting our campaigns and Events.
6. Keeping the Centre tidy and clean in line with government guidelines to prevent the spread of COVID-19.

The skills you need.

1. Be a responsible and positive member of the team.
2. Willing to learn and be flexible in the role.
3. Friendly and welcoming.
4. Enthusiastic about the work of Charlies-Angel-Centre Foundation.
5. Act in line with the values of Charlies-Angel-Centre Foundation.

What's in it for you.

- You will have the opportunity to develop new skills and grow in confidence.
- You will have the chance to meet new people and join a fantastic, friendly team of staff and volunteers.
- You will be supported through your application journey and in your role by the Volunteering Team and a named manager.
- You will receive full training and an induction to the role.

By volunteering you will make a significant contribution to improving the lives of bereaved parents and families.