

Versus Arthritis

Volunteer Role Description

- Role title:** Office Volunteer.
- Staff contact:** Programme and Partnerships Manager/Office Manager.
- Location:** Any of our offices around the UK.
- Time commitment:** The role is completely flexible within the office opening hours, and each volunteer can determine how much or how little time is spent in the office.

How you will make a difference

Versus Arthritis is here to make sure that people with arthritis have the support and information they need to live well with their condition.

You can make a difference by helping a team in one of our offices. As an office volunteer, you will contribute to the growth of Versus Arthritis, while gaining valuable insight into how we deliver services to people with arthritis across the UK.

We are looking for someone who

- Has good verbal and written communication skills.
- Can volunteer as part of a team.
- Is comfortable working with numbers.
- Has good organisational skills.
- Is able to be punctual, reliable and committed.
- Understands the need for confidentiality.
- Is caring, sensitive and empathetic to all people regardless of their age, gender, sexual orientation, disability, ethnic origin, faith and culture.
- Is confident, positive and enthusiastic.

What you will be doing

- Assisting the team with admin such as filing, photocopying, and compiling information packs.
- Assisting the team with mailings.
- Helping the team to make and receive telephone calls.
- Maintaining and updating databases.
- Preparing letters and emails.

What we ask of you

- Follow all relevant Versus Arthritis' policies and abide by our values and behaviours.

Practicalities

- You will speak to a staff contact to talk through the role and agree if this is the role for you.
- This role will bring you into contact with vulnerable adults and is subject to safer recruitment practices. Therefore, we will ask you to provide the names of two people, one of which must have known you for at least two years, who can offer a reference for you; this could be a colleague or a friend but not a family member.

Before you begin

- You will be required to complete the organisation induction and all mandatory training for the role.

What you will get in return

- Induction into your role.
- Ongoing support and supervision from a named member of staff who will support you with practical guidance.
- Boost or gain a range of skills and experience including problem solving, increased confidence and IT and administrative skills.
- Reimbursement for reasonable out of pocket expenses (see the expenses policy).

Safeguarding and Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. During the recruitment process we will undertake safer recruitment practices and relevant checks to ensure applicants are suitable to work with children, young people and vulnerable adults.

This role DOES NOT require a Criminal Record check.

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