

Volunteer Support Worker

Job title:	Support Worker – Reception/Administration
Organisation:	Clackmannanshire Citizens Advice Bureau Limited
Term:	Initial Twelve Month Period (Subject to Funding)
Salary:	Dependant on Age (Ages 16yrs to 29yrs)
Job Type:	Part Time
Hours:	25 hours per week
Closing date:	16th August 2019
Location:	Clackmannanshire CAB
Responsible to:	General Services Coordinator

Clackmannanshire Citizens Advice Bureau is seeking a Volunteer Support Worker to join our team. The bureau was originally established in 1967 and provides free impartial advice on a wide range of issues to residents of Clackmannanshire.

During the last few years we have expanded both paid and volunteer staff numbers and we are now located in “fit for purpose” premises in Glebe Hall, Burgh Mews, Alloa, FK10 1HS.

Role Purpose

This opportunity is for a Volunteer Support Worker to assist the General Services Coordinator and the Volunteer Development Officer with all aspects of Administration and Reception duties. The successful applicants will,

- Cover all aspects of reception duties
- With support of the Session Supervisor, implement client triage procedures, manage appointments and calendar
- Handle incoming & outgoing mail
- Provide admin support within the bureau to include recording and updating financial records
- Assist with the distribution of Training Materials
- Circulate training, conference and development opportunities
- Attend and take minutes at quarterly volunteer meetings
- Attend any training that the General Services Coordinator considers suitable
- Report directly to the General Services Coordinator

The Volunteer Support Worker will carry out other tasks within the scope of the post.

This vacancy is only available through Community Jobs Scotland. Applicants must be aged 16yrs to 29yrs old and meet specific eligibility criteria. Applications can only be made through your local Jobcentre Plus or Skills Development Scotland adviser.