

Groups information Worker

Voluntary Action North Somerset

Description :

The information worker will work as a member of a small team providing information and admin support to voluntary and community groups.
The volunteer will be provided with training and support.

This vacancy is available to volunteers with physical disabilities and is based in an accessible building in Weston-super-Mare

Organisation Description :

To promote volunteering: to recruit volunteers for local organisations, to support voluntary/community groups with advice and training about looking after volunteers.

When Required :

Mon-Thurs Day
Commitment: Part Time

Areas of Interest :

Types of Activity :

Administration, Advice, Information and Support, General and Helping

Skills and Qualifications :

IT skills, Good written & spoken English

Additional/Specific Suitabilities :

Any volunteers unsuitable?:	Yes - people with learning difficulties
Disabled Access:	Yes
Equal Opportunities Policy:	Yes
Expenses:	Yes - Travel (bus / train fares)
Health and Safety Policy:	Yes
Induction:	Yes
Insurance Cover:	Yes

Minimum time group would like volunteer to stay:

5

Training:

Yes - Induction & ongoing training and support

Directions :

VANS is based in The Badger Centre, Wadham Street near Grove Park

Recruitment Method :

Application Form, Informal Discussion, Interviews, References, Trial Period

Contact Information :

Contact:

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Alternatively contact:

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