

Volunteering opportunity



EQUALITY | RESPECT | LOVE

Contact email for all enquiries: volunteering@whocaresscotland.org

Name of Organisation: Who Cares? Scotland

Title of Volunteer Opportunity: Volunteer Admin & Membership Assistant

ABOUT THE OPPORTUNITY

Purpose and Aims of the role:

Who Cares? Scotland is Scotland's only national membership organisation for Care Experienced people.

We are looking for a Volunteer Admin & Membership Assistant who can provide a strong foundation to help strengthen our Care Experienced membership by providing essential admin tasks to help us build our membership and engage our members.

The role will involve working within a dynamic and passionate Membership & Participation team across our Glasgow and Paisley offices, undertaking a variety of admin tasks including the management of membership packs, marketing, managing confidential information and engaging with new and existing members.

This role will involve admin tasks but there will also be the option to interact with members at our National events that happen throughout the year. This role will help build our membership and ensure our members are positively involved with us.

Who Cares? Scotland is a people organisation. We invest in our people, our relationships and in a positive working culture. It's important to us that our volunteer team is included, involved and motivated to change society.

We aim to recruit people with excellent qualities from a wide variety of backgrounds who share in our mission. We particularly welcome applications from individuals with care experience.

What will I be doing?

- Supporting membership admin
- Collecting new memberships details
- Sending membership packs out to new sign ups
- Sending Birthday cards and Christmas cards to members
- Data inputting to maintain our crucial membership database
- Ensuring all member details are correct and up to date
- Supporting staff to undertake activities

What skills can I bring to this role?

- A knowledge and understanding of Care Experienced people.
- Ability to work well in a team.
- Good communication and listening skills.
- Keen to make a significant contribution to Who Cares? Scotland
- Organisation, accuracy and attention to detail
- General PC literacy
- Some previous office admin experience would be helpful, but not essential.

What qualities do I need?

- Great people skills: a friendly disposition, caring manner and great interpersonal communication
- Reliable and approachable.
- Friendly, helpful and understanding.
- A commitment to treat all information in a confidential manner.
- To have a good value base, be open minded and level-headed.
- Understand the importance of boundaries & confidentiality

When will I be needed?

2 to 3 hours every week/fortnight

Location

- Glasgow/Paisley

What will I gain from the role?

- A sense of satisfaction in helping children and young people build their confidence and self-esteem to achieve their full potential
- Practical experience of working in a dynamic office environment
- Practical experience of working in a team.
- Experience working with children and young people.
- Have fun!

What support will I be given?

- Induction
- Role specific training and information
- Expenses/Mileage – all out-of-pocket expenses will be reimbursed
- Supervision and support from a dedicated Volunteer Officer

Additional Information

For all roles involving regulated work with children and young people, applicants will be required to submit a PVG Scheme Record or a PVG Scheme Record Update application. This opportunity is subject to the completion of satisfactory references and successful registration on the PVG Scheme.

How to apply: please complete a short application form on our website - <https://www.whocarescotland.org/get-involved/volunteer/>

All volunteers will be subject to application form, interview, reference and PVG Checks where necessary

