

Volunteer Role Description

Role Title	CEEAS Office Support Volunteer
Outline of the role	<p>As a Community Engagement Energy Advice Services (CEEAS) Office Support Volunteer you will provide essential administrative support to the Community Engagement and Energy Advice Services team.</p> <p>You will provide support with print and post tasks, data entry tasks and other adhoc office-based tasks as required.</p>
Skills, Attitudes and Experience needed	<p>No prior skills or experience are needed. However, the volunteer will need to have:</p> <ul style="list-style-type: none">• Age 18+• An enthusiastic and positive approach• Attention to detail• Computer skills i.e., with use of email and Teams• Ability to follow Changeworks' process for event management including managing customer data in a secure way• Flexible outlook and ability to adapt approach
Benefits to the volunteer	<ul style="list-style-type: none">• Travel and subsistence expenses covered• Additional training opportunities available• Be eligible to apply for internal vacancies• References offered after 6 months of volunteering• Receive a Certificate of Achievement• Use our logo on your Linked In profile• Meet like-minded people
Where	Changeworks, Orchard Brae House, 30 Queensferry Road, Edinburgh. EH4 2HS
When	<p>Tuesdays 9am-12pm or 1pm -3pm (alternative days and times considered)</p> <p>You do not need to be available every week but regularly would be helpful.</p>
Number of volunteers required	Variable
Support and training	<p>All volunteers will undergo-</p> <ul style="list-style-type: none">• Data protection training• Affordable Warmth Print and Post training• Other task specific training as applicable
Time commitment	We suggest 3 hours volunteering per office session but this can be flexible.
How to apply / what happens next	Please register your interest in volunteering through the website, or contact us directly using the details below.

A Volunteer Coordinator will follow up with you to arrange an introductory chat, which can be in person or via a Teams call. This is your chance to find out more about the role.

Training and ongoing support will follow.

Further information, please contact

volunteering@changeworks.org.uk or

Rebecca Bentley- Volunteer Coordinator

rebeccabentley@changeworks.org.uk

0131 539 4135

Work days: Monday to Wednesday

Kathleen Vaughn – Volunteer Coordinator

kvaughn@changeworks.org.uk

07818 167 615

Work days: Tuesday to Thursday plus Friday mornings
