**CLACKMANNANSHIRE CITIZENS ADVICE BUREAU**

 **Job Description**

**Job Title**: Volunteer Support Worker

**Responsible to**: Volunteer Development Officer/General Services Coordinator

**Responsible for**: Assisting the Volunteer Development Officer/General Services Coordinator with all aspects of training and recruitment of Specialist volunteers

**Summary of main responsibilities:**

* Liaise closely with the Volunteer Development Officer/General Services Coordinator in the recruitment of skilled advisers
* Assist with the training & development of volunteers with specialist skills in the area of advice to carers
* Work closely with local carers groups to ensure closer partnership links
* Provide training in conjunction with partners and Volunteer Development Officer

to improve awareness of issues effecting carers

* Offer continuous practical support to the Volunteer Development Officer/General Services Coordinator including administration support
* Report directly to the Volunteer Development Officer/General Services Coordinator

**General**

* Carry out other tasks which may be within the scope of this post
* Demonstrate commitment to the aims and policies of the CAB service
* Abide by health and safety guidelines sharing responsibility for her/his own safety and that of colleagues
* Aid in the design and distribution of lesson plans and materials
* Assist the Volunteer Development Officer/General Services Coordinator with the induction process of staff into the Bureau

**PERSON SPECIFICATION**

**Volunteer Support Worker**

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|  | **COMPETENCIES** |
| QUALIFICATIONS | * Good standard of general education
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| EXPERIENCE | * Recent proven work experience in Office Administration
* Ability to work in a busy office environment
* Ability to work as part of a team
* Current experience in office systems and procedures
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| SKILLS AND ATTRIBUTES | * Good spoken and written communication skills
* Excellent organisational skills
* Good time management skills
* Team working skills
* Honest and trustworthy
* Respect for confidential information
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| VALUES AND ATTITUDES | * Commitment to team working
* Commitment to equal opportunities policies
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| KNOWLEDGE | * Good knowledge of Microsoft software and related packages
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| OTHER | * Willingness to work flexibly in response to changing organisational requirements
* A willingness to undertake training identified in collaboration with the Volunteer Development Officer/ General Services Coordinator
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