

VOLUNTEER FORWARD

Join an amazing team of
people, doing amazing things

Thank you for expressing an interest to volunteer with Citizens Advice Gateshead. As a new volunteer you will receive an introduction to the charity and specific training for the role along with ongoing support throughout your time with us.

Could an Administration Support volunteer role be for you?

The goal is to contribute to the smooth running of the charity making a real difference to people's lives.

What will you do?



- Support other functions behind the scenes that drive our advice work
- Creating and updating spreadsheets and databases
- Organising and scanning documentation

What's in it for you?



- Improve my employment prospects
- Give something back to the community and be part of something
- Improve personal skills & experience
- And we'll reimburse travel expenses incurred too, up to a max £6.30 per day.

What abilities do you need?



- Be friendly and approachable
- Have excellent verbal and written communication skills
- Have good IT skills
- Be willing to learn about, and follow, the Citizens Advice aims, principles and policies

How much time do you need to give?



- We can be flexible about the time spent and how often you volunteer so come and talk to us.

Valuing inclusion



- Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

What are the next steps?



- If you are interested in becoming an administration support volunteer and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please get in touch on volunteering@citizensadvicegateshead.org.uk