

ADMINISTRATOR AND COORDINATOR SUPPORT VOLUNTEER

Volunteer Purpose

- Networking relationships that will assist with reaching the most isolated individuals to support individuals to engage with existing services reducing unemployment, welfare dependency, and a lack of basic skills and or training.
- Supporting with the organisation of service management for meaningful delivery within the community.
- Helping with the collection of relevant data for the project, passing on any special skills you might have for example computer skills, letter writing, applying for jobs, CV writing, interview skills etc.

- Have you got a passion for assisting with organising and processing information to add to the delivery off employment support.
- Have you got a desire to support within the community to reduce social isolation, welfare dependency, a lack of training and development opportunities

If so we would love to hear from you!



**FOR MORE INFORMATION PLEASE CALL 0121 748 8111 OR EMAIL
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