

Volunteer Role: Group Administrator

About Ceartas

Ceartas is an independent advocacy service working with individuals aged 16 and over in East Dunbartonshire. We prioritise working with people who have particular support needs: Acquired Brain Injury; Autism Spectrum; Additional Communication Needs; Dementia; Learning Disability; Mental Health; Older people; Physical Disability; Problem Substance Use and Sensory Impairment.

About the Role

We are looking for an enthusiastic individual who has a passion for equality, fairness and justice to volunteer alongside our team.

As a Volunteer Group Administrator you will play a vital role in supporting our group members to access peer support and stay connected with their community helping to elevate loneliness and social isolation. As the Volunteer Group Administrator you will be based within our offices in Kirkintilloch. Our groups meet twice a week, Mondays (12.30 - 2pm) and Thursdays (1 - 2.30pm). Depending on your availability we would be looking for someone to attend the office for an hour or two on Monday and/or Thursday mornings throughout the year.

Main tasks include: -

- Liaising with Volunteer Group Facilitator to gather information regarding group members requiring transport.
- Organising transport with Taxi companies and Community Volunteers.
- Contacting group members by Phone, Text or Email.
- Updating Members Database.
- Scanning and saving paperwork.
- Printing copies of materials for distribution.
- Updating Social Media posts.



Skill , Attributes and Experience for this Role

Do you have lived experience of social isolation and/or loneliness, or know someone who does? Are you enthusiastic, self-motivated and have a passion for creating opportunities for people to connect with their communities. Are you comfortable communicating with a variety of people using different formats? Do you have experience using Excel, Social Media, Canva, MailChimp?

Support and Training

All volunteers will be allocated a link staff member, a volunteer handbook is provided, volunteers are invited to visit the groups and to visit the office to be introduced to the team. Ongoing relevant training is encouraged and supported which is volunteer led and specific to each individual.

Expenses

We will reimburse volunteers for all expenses incurred for travelling to and from the office. To be reimbursed volunteers can complete a simple form at a frequency that suits their needs.

Accessibility

All of our groups are held at venues that are fully accessible, as are our offices. We will also make any reasonable adjustments that you may require to support you to fulfil this role.

How to Apply

Please send any enquires or questions about our opportunities using the following, choosing your preference:

Telephone 0141 775 0433

Email info@ceartas.org.uk