

Northmoor Community Association



Volunteering at Northmoor Community Association

NEXT STEP Project Support Volunteer

Volunteering opportunities for this project are available during:

Mon	Tues	Wed	Thurs	Fri
09:30 to 12:30	09:30 to 12:30	-	09:30 to 12:30	09:30 to 12:30

Please specify on the application form which times you are available.

Description of the role

The Northmoor Community Association's NEXT STEP project takes place in the IT suite and supports local residents with their next step into 'Learning and Development' and 'Developing Skills and Creating Opportunities'. NCA needs volunteers to help support residents with tasks such as accessing online courses, setting up e-mail accounts, job searching, and CV development, completing online application forms and accessing council and community services online and accessing public services. Volunteers are required to have a full induction and will be paid out-of-pocket expenses such as bus fare.

Main Tasks

- Welcoming centre users and helping them to get started when they first attend the IT suite
- Completing registration forms, data inputting, filing, poster and window displays
- Enrolling project users on online courses and offer support through their learning
- Supporting residents with photocopying/printing documents, attaching documents to email etc.
- Create and maintain filing systems in accordance with current systems and procedures.

Skills and Experience

Volunteers will need:

- Good verbal and communication skills for effective interaction with residents
- Computer literate with a good attention to detail
- To be able to demonstrate good numeracy and literacy skills (minimum of level1)
- A polite, friendly and helpful nature with an ability to volunteer as part of a diverse team
- A commitment to equal opportunities, treating all individuals with respect
- An understanding of and commitment to confidentiality
- Able to work on own initiative and prioritise own work load
- Level 1 English

What will you gain?

- Experience working within a diverse community
- Opportunities for training and development
- Improved job prospects and employability prospects
- A rewarding sense of achievement in helping sustain activities at Northmoor
- A reference satisfactory to 30 hours over 4 months volunteering at NCA

Call: 0161 248 6823

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