



*People Leading
Aspiring Lives*

Office Volunteer

Active Prospects supports people with learning disabilities, physical and mental health needs. We have 8 residential care homes, offering round the clock care for people with complex needs and a range of supported housing. Office volunteers can help with a range of roles depending on their interest and experience.

Responsibilities

- Office administration
- Reception desk - answering phones, welcoming visitors
- Marketing - social media, database contacts, writing case studies
- Fundraising – organising events or drafting appeal letters
- Charity Shop – sourcing donated stock

Skills

- Confident
- Personable
- Well-organised
- Efficient
- Team player

What we can offer

- The opportunity to enhance the lives of people with learning disabilities, physical and mental health needs.
- The chance to share your skills and talents
- Training and support to build your skills and experience
- A chance to meet lots of new people
- The opportunity of working as part of a staff or team of dedicated volunteers
- References

What we need from you

Time – whether that is several times a week, weekly or occasionally.