



Department
for Work &
Pensions

**KICKSTART
SCHEME**

TLA **TURNING
LIVES
AROUND**

Job Title: Volunteer Assistant – Turning Lives Around

Salary: National Minimum Wage

Hours: 25 hours per week Working pattern and contracted hours (including any shift patterns)

Monday – Friday – start finish times to be agreed, e.g., 8.30am-2pm with 30-minute unpaid lunch break

Location: Sustain Wakefield

CANDIDATES MUST BE ELIGIBLE FOR THE KICKSTART SCHEME PLEASE TALK TO YOUR DWP WORK COACH

Responsibilities

- To assist the Volunteer Coordinator with planning and running the activities programme for service users.
- Work alongside the volunteers, plan, arrange and lead regular weekly groups as directed by service users.
- Source affordable and suitable venues across the district for group activities to take place.
- Source and purchase equipment needed for each activity, ensuring value for money.
- Find out about partner agencies and resources available that SUSTAIN service users are able to use, keeping support workers up to date.
- Assist the volunteer coordinator in planning and undertaking fundraising events and initiatives.
- Support the Volunteer Coordinator to recruit Service users to the Service User Forums and chair the meetings.
- Assist with the design of promotional materials.
- Help volunteer coordinator to design and produce the quarterly Newsletter.
- Support the Volunteer Coordinator to plan and arrange days out and fun activities for service users.
- Be involved with the administration for all of the above tasks, using up-to-date Microsoft packages, emails and social media.
- Support the Volunteer Coordinator with promoting the activities available through letters, emails and social media.

Essential skills, experience and qualifications

- Good written and verbal communication skills, incorporating the ability to communicate with people.
- Ability to use a computer, particularly Word and Outlook and willingness to learn other systems require
- Experience in dealing with customers/contractors either face to face, phone or on email

This is a Kickstart position for 6 months duration and is not a guaranteed full-time job.

Eligibility criteria will apply. You will receive job training and additional support from Leeds City Council Employer and Skills officer. If you are interested in this position, you can contact your work coach to apply or visit our website www.turninglivesaround.co.uk to download application form alternatively, call 0113 276 0616 or email jobs@turninglivesaround.co.uk