

Create Strength Group Volunteer role description

Role Title: Organisational Support Volunteer

Location: Create Strength Group Office (BD1)

Responsible to: Volunteer Coordinator

Hours: Minimum of 2 hours a week

About the service

Create Strength Group (CSG): Founded in March 2015, provide support to long-term chronic users of cannabis, spice, and legal highs, CSG has quickly evolved beyond this core focus and now delivers essential information, advice, assistance, and support to anyone whose life is affected by their own, addictive behaviour or that of someone close to them.

What is an Organisational Support Volunteer?

An Organisational Support Volunteer provide CSG with office and administration support.

Key tasks and responsibilities

- Laminating Posters for CSG services
- Sending Zoom Links on FB groups for meetings
- Collating information in CSG resource folder
- Promoting CSG Merchandise
- Attend meetings with volunteer coordinator to understand the services at CSG

Skills and experience

- Excellent organisational skills
- Microsoft Skills
- Ability to foster positive working relationships

- Ability to work in a team

Training and support available

- As a CSG Volunteer you will have a full induction when you start
- The Volunteer Coordinator will support you throughout your time as a volunteer
- CSG will offer you to develop your skills and experience
- We will provide you with travel expenses on the days you volunteer

What you will get out of volunteering with CSG

- Use your skills and experience to help CSG make a real difference in supporting existing members and new members
- You will be part of CSG's volunteering programme and will be able to find about other opportunities that CSG offers to volunteers.
- Enhance your CV by developing new skills and gaining valuable experience
- We will provide you with a reference for your future vocation/volunteering

Other requirements

All volunteers are expected to attend an induction and training and will receive weekly supervisions.

This role is subject to a trial period of 1 month. This allows us to review whether the role is suitable and if expectations of both the volunteer and CSG are being met.

You will be required to provide a reference and undergo an Enhanced DBS check for this role. This role is necessary due to the nature of the volunteer role and organisations activities supporting vulnerable service users.

Also, having a criminal conviction does not automatically exclude you from volunteering depending on the risk and relevance to the role.

Contact information

For further information about the role please contact Valeeya Khizar

Tel: 07759 053653 Email: project.administrator@cslhg.org

Please send your application form to – createstrengthgroup@gmail.com