

Volunteer Role: Night Shelter Project Assistant

Reporting to: Night Shelter Coordinator

Hours: 3hrs a day, 2-3 days a week

Location: St Peter's Church Hall, London Road, Kingston KT2 6QL

1:2:1 to take place monthly



The volunteer work includes:

- 1) Assisting the Night Shelter Coordinator to plan and mobilise the Night Shelter project launching in September 2019.
 - Answering general email queries from Night Shelter volunteers
 - Writing meeting minutes
 - Booking meetings and events
 - Conducting research to feed into the planning phase
 - Creating a stocklist and identify stock to be replenished
 - Collating expenses
 - Miscellaneous tasks to support the Night Shelter Coordinator
- 2) Assisting the Night Shelter Coordinator during the running of the Night Shelter from September 2019 to March 2020
 - Answering volunteer queries
 - Keeping the stock list up to date and inform Night Shelter Coordinator when stock needs to be replenished.
 - Providing technical support to volunteers using Better Impact the online volunteer management system (training will be provided)
 - Circulating volunteer rotas to Night Shelter staff
 - Collating weekly Night Shelter stats
 - Miscellaneous tasks to support the Night Shelter Coordinator and the wider Night Shelter team.

Person Specification

- Required
 - Strong organisational skills
 - Good interpersonal and communication skills
 - Computer literate, with experience of Microsoft Office, specifically Outlook, Word and Excel
 - An understanding and a commitment to confidentiality and professional boundaries
- Desired
 - Experience working with rough sleepers and/or vulnerable people
 - Experience working in the charity sector

To apply, please email your CV and covering letter to Sophie Mayor sophie.m@kcah.org.uk. Closing date 25th June 2019. Interviews w/c 1st July 2019.