

**ACCESS VOLUNTEER ROLE: Data Inputting**

**Current commitment:** one day per month

**Staff supervisor:** Derek Ralph

**1-2-1:** to take place bi-monthly

**The volunteer work includes (but is not limited to):**

1. Data input, including compiling stats, working on SAGE, inputting Housing Benefit, etc.
2. Printing off rent and bills statements for Access tenants
3. Creating Rent and Bills summaries for meetings with the Board of Trustees and Sub-Access Team Meetings (held twice a year)
4. Compiling and analysing Job Club stats, as well as Access Consultation forms and End of Tenancy questionnaire stats

Proficiency in SAGE, Excel, and online databases is preferable.

If interested, please email Derek at [derek.r@kcah.org.uk](mailto:derek.r@kcah.org.uk)



**ACCESS VOLUNTEER ROLE: Driver & Activities volunteer**

**Current commitment:** as and when needed; 3-4 times a month

**Staff supervisor:** Derek Ralph

**1-2-1:** to take place bi-monthly

**The volunteer work includes (but is not limited to):**

1. Assist the Support Workers and/or Asset Coach on activities such as going to parks, cinemas, museums etc.
2. Run to the tip once a week to dispose of rubbish items
3. Transport tenants to hospital appointments
4. Befriend tenants and feed back to Access Support Workers

This volunteer role requires a car and a clean driving licence.

If interested, please email Derek at [derek.r@kcah.org.uk](mailto:derek.r@kcah.org.uk)