



Community Alliance

BROXBOURNE & EAST HERTS

Role Description

Community Skills Hub Volunteer

Reporting to: Community Alliance Broxbourne and East Herts staff member

Purpose of the role: The key role of the Community Skills Hub Volunteer is to assist users attending the building to access new skills, employment, health and wellbeing opportunities through a variety of methods. All training will be provided.

Main duties either virtually or in person are to:

- assist with welcoming users and partners to the buildings for Community Skills Hub delivery sessions.
- assist with promoting job opportunities and local events and activities.
- assist with record keeping.
- assist with planning of sessions and training events.
- assist with CVs, uploading to job sites and completing applications.
- identify training needs of users and signposting to relevant courses available.
- signpost to local organisations as needed.
- assist with hub activities.
- assist with the Community Allotment as needed.

Person Specification:

- Excellent organisational skills, paying close attention to detail.
- Good communication and interpersonal skills.
- Ability to accurately collate information and resources.
- Ability to navigate the internet.
- Commitment to working in a team environment yet able to work independently.
- An understanding of diversity issues and disadvantaged communities.
- Patient, friendly and approachable personality.
- Awareness of personal safety on and off site.

Health and Safety: It will be the duty of every employee and volunteer while in the workplace to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work or during volunteering.

Induction: All volunteers will be given a full induction when starting work within their building. Regular supervision meetings will also take place to ensure that the volunteer and line manager are happy with the work and its environment.

Where: Broxbourne & East Herts (Waltham Cross and/or Hertford)