

# Office Support Volunteer

## What we do

Established in 1941, Brunelcare is an award winning Bristol based charity providing high quality housing, care and support for older people in the South West.

Today, across Bristol, South Gloucestershire and Somerset, Brunelcare works to support people to remain as independent as possible, for as long as possible.

Care is provided in people's own homes, in specialist care homes, a resablement facility and through our day centres. Housing is provided by 1,000 properties, across 33 sites, three extra care housing sites and a retirement village.

## What you could do

There are many opportunities to help our office based teams, from admin work, to data entry, to assisting with our social media team, to responding to email enquiries, we have an opportunity to fit your skills or help you develop new ones.

You don't need a wide range of experience and skills. Enthusiasm, a friendly manner and a willingness to get involved are much more important, and our volunteering roles provide a great opportunity for you to learn and develop new skills.

**\*\*Please note: this is an office based role, and you will not be expected to provide any personal care such as washing, dressing, administering medication etc\*\***

## Where you could do this

Our head office is based in Whitehall in Bristol but this role could also be done from one of our sites or even remotely from home so you can support us wherever you are.

## When you can do this

This role would be supporting our office based teams, and would also be during office hours if you were looking to volunteer in an office. If working from home, there would be the possibility to be flexible with hours and days you could help out

## This could be the role for you if you

- are friendly, understanding and helpful
- are a good communicator, able to interact with a wide range of people
- are organised with good attention to detail
- reliable, with good time management skills
- have some experience of using a computer and software
- would like to gain admin or office experience working for a charity or in a health/social care environment

## What we can offer you

- a free DBS check
- a reference for future employment or studying
- paid travel expenses
- an induction, and ongoing training and development
- a dedicated volunteer supervisor for support and regular check ins
- the chance to meet new people and make a difference

## What to do next

If you're interested or would like to know more, please get in touch: [info@brunelcare.org.uk](mailto:info@brunelcare.org.uk) or 0117 914 4200.