



Volunteer Administration Support

*Thank you for considering volunteering with us! We are at an exciting time of development as we seek to stand in the gap and support those who are at risk of becoming homeless or are already. We meet each person where they are, identify their strengths, aims and hopes and seek to empower them to become the best they can be as they engage with us on our **SERVICES PATHWAY.***

We are open Tuesday to Friday from 09.30 – 15.30 hrs

Days and Hours of Work to be agreed with you

Primary Duties will include:

- Answering the phone as required and accurately relaying the information/transferring calls.
- Preparing refreshments / purchasing consumables as required
- Using the computer, Microsoft word, excel and powerpoint and assisting with administrative duties as required (reasonable knowledge/experience required)
- Assisting the CEO and Fundraiser as required
- Assisting the Operations & Case Work Leader as required

Training

- You will be guided through the key policies and procedures and asked to sign your agreement to follow them including a confidentiality agreement.
- All volunteer roles require a DBS check. THH will arrange this for you.
- Reasonable Travel/Parking will be re-imbursed to you each week. (receipt required)

About The Hope Hub

The Hope Hub (THH) is a registered charity set up by ecumenical members of Churches Together Camberley and is a faith based charity.

The Hope Hub was formed in December 2017 in response to a defined need to serve those who are homeless, at risk of becoming homeless, in financial hardship, unemployed and/or suffering with mental health difficulties and/or addiction(s). We work in partnership with Surrey Heath Borough Council and all other local organisations.

Please complete our Volunteer Application Form and email to

connect@thehopehub.org.uk | 01276 581174

Thank you for caring about those on the fringes of society