

Volunteer Role: Charities Information Folder Creator

Project: Feniks (various projects)

Support Person	Gosia Kowalewska, Volunteer Coordinator/Community Development Worker
Role Purpose	The purpose of the Information Folder Creator role is to gather information about local charities and their services, collect leaflets and create a physical folder to present various services available in the community.
Specific Tasks	<ul style="list-style-type: none"> ● Gathering information about the services available in local communities in Edinburgh ● Collecting leaflets of various charities ● Organizing information in the physical folders available for participants of various projects run by Feniks ● Updating the information in the folder
Skills and Qualities Needed	<ul style="list-style-type: none"> ● General interest in local charities and social services ● Willingness to get to know various projects of local charities ● Ability to search and verify information ● Ability to organize gathered information in a presentable and easy-to-find way ● Good level of English
Commitment	This role requires higher time commitment in the stage

	<p>of gathering information and leaflets and folder preparing - depending on volunteer availability 4-8 hours in the first weeks.</p> <p>Once the folder is created, the time commitment can be lowered - around 2 hours per week</p>
Support and Training	<p>The volunteer will go through the induction process to get to know the organization.</p> <p>The volunteer will receive a specific introduction to the tasks related to their role.</p> <p>All our volunteers receive supervision and are offered various training opportunities related to their role or our projects in general.</p> <p>There are also volunteer meetings which help to get to know other volunteers.</p>
Expectations of Feniks' volunteer	<ul style="list-style-type: none"> ● Commitment to the role ● Confidentiality ● Following Feniks's policies ● Commitment to attend volunteer meetings
Location and time of volunteering	<p>Most tasks can be performed online or in community</p> <p>Some tasks will require working in the office (151 London Road, Edinburgh EH6 7AE UK)</p> <p>Time will be arranged with the volunteer coordinator.</p>
How to apply	<p>Please send an email to gosia.kowalewska@feniks.org.uk.</p> <p>Tell us a bit about yourself and why are you interested in the role.</p>

Task Description Updated: 12th of August 2019