

Job Title: Volunteer (Administrative)

Location: Police HQ, Stanborough Road, Welwyn Garden City

Hours of work: Flexible

Reporting to: Vulnerable Victims Case manager

DBS Level: Enhanced

Beacon is Hertfordshire's Victim Care Centre and is staffed by professionals from both Hertfordshire Constabulary and Catch 22, an independent organisation commissioned to support victims of crime in Hertfordshire.

Purpose of the role

- To provide administrative support to the Beacon service.

Role description

- General office duties including word-processing, photocopying, carrying out stock counts on stationery/leaflets/alarms.
- Supporting with social media around fraud and restorative justice.
- Research and project work.
- Supporting Case Managers by sending out alarms, leaflets and letters.
- Providing support to Senior Managers with adding new referrals to our systems.
- Report writing.
- Administrative support with third party organisations; sending out posters and leaflets.

Training and Development

Volunteering with Beacon will provide you with:

- A great opportunity to develop your skills and gain work experience.
- An excellent induction and learning opportunities to help you develop and grow within the role.
- Clear standards that are required to carry out your role and providing you with the support to achieve these.
- Regular training opportunities.
- Ensuring you have regular supervisions with your line manager, ensuring your views, contributions and voices are heard

Commitment

The role requires a minimum of 1-2 hours of office support per week, but we are open to flexibility should there be a requirement. As a Volunteer Administrator you will be expected to work within the Catch22 Values and maintain a high standard of practice and the need to follow confidentiality is essential.

You need to be over 18 to apply.