

**Purpose:**

As a Volunteer Community Engagement Assistant, you will play a crucial role in supporting our non-profit social enterprise's mission to build carer-friendly communities. Your primary responsibility will be to engage with members of the public at our pop-up events, stalls, and community outreach activities, with the aim of identifying hidden carers within the local community.

**Key Responsibilities:**

1. Participate in and support the delivery of our public events, including pop-up stalls, information sessions, and community gatherings.
2. Engage in light-touch conversations with members of the public, providing information about our services and mission in a friendly and approachable manner.
3. Record interactions with the public according to predetermined criteria, ensuring accurate data collection.
4. Document the amount of time you have volunteered to support our organisation.
5. Attend and actively participate in any training sessions provided to enhance your understanding of our organisation, the needs of carers, and our overall mission.

**Person Specification:**

1. Desirable communication and interpersonal skills, with a willingness to develop these abilities.
2. Empathy, patience, and a genuine interest in supporting people and communities.
3. Ability to work collaboratively as part of a team.
4. Enthusiasm for learning and a willingness to participate in training opportunities.
5. Reliable, responsible, and committed to the goals of our organisation.
6. Flexibility to accommodate the schedule of our pop-up events and community outreach activities.

We know some of these things may be areas you want to improve. We're happy to work with you to grow your confidence and skills.

**Our Offer:**

1. Training on our organisation, the needs of Carers, and your role as a Volunteer Community Engagement Assistant.
2. Documented experience and achievement certificates to recognise your contributions.
3. Ongoing support and supervision from our team.
4. The opportunity to make a tangible difference in the lives of carers and the local community.
5. Upon successful completion of your volunteer role (6 months or more), we are willing to act as a referee for any job applications you may have.