

# Arthritis UK

## Volunteer Role Profile

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### Office Volunteer

**Time Commitment:** Flexible

**Staff Contact:** Representative of the department in which you will be volunteering

### How you will make a difference

As an office volunteer you will be involved in small projects or longer pieces of regular work that contribute to the growth of Arthritis UK. You will work either remotely or within the office environment, whatever is mutually agreed by you and the team you are working with.

### What you will be doing

You could be involved in all kinds of work - here is just a small sample of possibilities:

- Small discrete projects i.e. internet research, gathering information and report writing.
- Assisting with administration
- Assisting with mailings
- Attending and supporting with in house events.

### Where you will be doing it

- Online using Microsoft Teams or Zoom
- In one of our offices.

### Who we are looking for

You don't need to be an expert, just passionate, reliable, inquisitive and willing to learn!

- Caring, sensitive, and empathetic to people from all backgrounds
- Good communication skills
- Ability to give constructive feedback

- Good IT skills with reliable internet access
- Reliable and committed
- Willing to complete training and work as part of a team
- 18 years or over.

### **What you will get in return**

- Access to ongoing training, resources and support.
- Opportunities to connect and network with staff and volunteers
- Develop and enhance your skills
- Reimbursement of reasonable expenses
- Opportunity to make a difference to people with arthritis.

### **Important Information**

Arthritis UK is committed to protecting children, young people, and vulnerable adults from harm. As part of our recruitment process, we follow safer recruitment practices and carry out the necessary checks to ensure candidates are suitable to volunteer with these groups. Completion of safeguarding training will also be required at the start of your volunteering.

For this role, our safer recruitment procedures include:

- An informal chat to discuss the role, get to know you and understand your motivations for volunteering
- Two references
- Photo identification.

### **Ready to join us?**

We'd love to hear from you!

Let's **make a difference together.**



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