

Do you want to help disabled children to get access to vital pieces of equipment to enable them to gain independence to live their lives to their full potential?

You can help us by completing administration tasks in our office and communicating with families providing support over the phone.



What will you be doing?

- Supporting families to process applications for funding for equipment carrying out a range of administration tasks in the office
- Data inputting into records in our database system
- Emailing families and verifying incoming documentation including diagnosis letters and financial documentation.
- Writing financial and application summaries
- Answering telephone and email enquiries from families regarding the status of applications

What skills would be useful?

- Approachable and reliable
- A good level of written and verbal communication.
- A good attention to detail
- A good level of computer literacy
- Comfortable using a telephone

What's in it for you?

- Relevant training, mentoring and support will be provided
- Gain experience to add on to your CV
- Utilise your skills and learn new ones.
- Social opportunities
- Access to wellbeing support
- Out of pocket travel expenses can be reimbursed
- We strive to make reasonable adjustments and improve accessibility



How much time are you expected to give and when?

Volunteering is flexible. Our centre is open Monday to Friday between 9am and 5pm. For the role to be mutually beneficial, we hope for volunteers to give 3 to 4 hours a week for 6 months.

Where is the role located?

At our Caudwell Children Centre on Innovation way, Keele University Campus, ST5 5NT
Minimum age for this role: 16



To apply fill out our online application form on our website or if you have questions email **volunteer@caudwellchildren.com** or ring **0345 300 1348**