

VOLUNTEERING OPPORTUNITIES DECEMBER 2020

DIGITAL FIRST CENSUS ADVISER

The Census, records information about all UK households, and will be 'digital first' in 2021, accessible through an online platform. Could you help people to access the platform and complete the process of filling out Census questions? Advisors will use our IT suite of tablets to help people complete their Census form during sessions to be held Mon – Sat at a venue in the district. Training is provided online beginning January 2021 with volunteers active from March. A standard DBS check is required.

ADVISERS AND TRUSTEE

A local advice bureau needs both Advisers and a Trustee. Advisers will be trained to interview, research and give advice—the majority is currently carried out by phone. You should have excellent communication skills and able to use IT for researching and keeping records. You'll need a high level of literacy and numeracy. The bureau is also looking for a Trustee to join their current Board of 7 members and is particularly interested in applicants with HR skills who are living or working locally. The Board meets quarterly in the evening.

TREASURER

A local Heritage Trust is looking for a Treasurer to support the financial affairs of the Charity including banking, bookkeeping, year end accounts etc. Applicants should have experience in a similar role, and a knowledge of QuickBooks®.

COVID VACCINATION MARSHALL

Could you help with the Covid Vaccination Programme? Vaccination sites will begin setting up in mid/south Essex from December as the vaccine becomes available. Volunteer Marshalls are needed to manage the flow and direct people. The sites will be open from 8am-8pm, 7 days/week with 4 hour shifts available over a 12 hour period seven days a week.

CHAIR AND SECRETARY

A local charity, providing activities for adults with mild/moderate learning disabilities is looking to appoint a new Chair by January 2021. Previous trustee experience is not essential but the association is looking for someone who will provide strategic leadership and ensure good governance. A Secretary with good computer and communication skills is also needed.

**MERRY CHRISTMAS FOR ALL OF US AT
MALDON & DISTRICT COMMUNITY VOLUNTARY SERVICE**

VOLUNTEER CENTRE CONTACT DETAILS

For information on any of our volunteering roles email Linda at volunteering@maldoncvcs.org.uk or call 01621 851891. To view a range of volunteering opportunities in Maldon District go to www.volunteersex.org

