



WE ARE LOOKING FOR SOMEONE WHO IS:

- o Fieldly
- Excellent communicator - writing and orally
- Able to travel around local community and Surrounding areas
- Good interpersonal skills
- . Able to review and extract relevant information

DO YOU LIVE IN HAVANT OR SURROUNDING AREAS AND CAN SPARE A FEW HOURS PER WEEK TO HELP OLDER PEOPLE IN YOUR AREA?

Our Information Hub offers independent, impartial and confidential information and support. As part of our Information Hub, we have a dedicated team of volunteers, who help older people - and their friends, family and carers - with form-filling, applications and paperwork, particularly benefits and concessions. Examples include Attendance Allowance, Blue Badge, Warm Home Discount and Personal Independence Payments.

Fellow Information Hub volunteers will refer people needing help to you. You will then make contact and agree a mutual day and time for you to assist the person with their paper or online forms, applications and paperwork, either face-to-face or over the phone. During a typical month, you may help at least 3-4 people, which usually takes between 30 minutes to three hours per person, depending on the type of form/application/paperwork and the level of support needed.

"I have met a lot of interesting people and have enjoyed working with others to help them. It is good to feel part of a team and to be able to help"

Information Volunteer (Form-Filler)

All training provided, and you will be required to undertake regular training/reading to keep up-to-date with the latest practices and guidance. A car would be an advantage, as sometimes you will need to travel to rural/semi-rural locations. Expenses related to the role will be reimbursed.

We are following Covid-safe guidelines and a DBS check will be required.

WHATISIN IT FOR YOU?

- Becoming part of a friendly and dedicated team
- Volunteering in your local community for a local independent charity
- Meeting people and making new friends
- Improving and learning new
- Enjoying new experiences
 References for your CV

