**Position: Community Engagement Volunteer**

**Location: South Ayrshire**

**Time commitment: Flexible – expectation of one half day per week for a minimum of 6 months**

**Responsible to: Office & Compliance Manager**

**About this role**

Within this role you will support the Centre under the supervision of the Office & Compliance Manager to engage with the community, voluntary groups, other support organisations to reach out and publicise our services to potential Service Users and other agencies.

This engagement will help to raise the profile of the Centre in the wider sector; identify new Service Users who might benefit from accessing our services; and help encourage donations to the charity.

**Typical tasks include:**

* Engaging with community and voluntary groups, and other support organisations in the South Ayrshire area to raise the profile of Ayr Housing Aid Centre SCIO and reach out to Service Users
* Supporting drop ins/events and give presentations about Ayr Housing Aid Centre’s work
* Developing presentations/promotional materials with the Office & Compliance Manager
* Receiving donations
* Maintaining effective records of tasks undertaken, passing on enquiry sheets to the Advice team
* Encouraging engagement with the Centre’s services for those in need
* Volunteering effectively alongside other volunteers and employees

**What we are looking for:**

* Excellent communication skills using speech, writing and other appropriate methods
* Confidence in communicating with a wide range of people from different backgrounds, abilities and needs
* Previous experience in community engagement and outreach is desirable but not essential as support and training will be provided
* An understanding of overcoming barriers to reach vulnerable Service Users at risk
* The ability to use own initiative and manage allocated tasks with minimal supervision
* Knowledge of and ability to use Microsoft packages in particular PowerPoint
* Knowledge of local South Ayrshire area is advantageous
* Use of own transport advantageous
* Empathetic towards the situation and needs of Service Users
* Previous experience of supporting vulnerable groups is desirable but not essential
* Previous experience of handling donations advantageous
* Willing to uphold the Fundamental Principles of Ayr Housing Aid Centre SCIO and adhere to our Volunteer Policy

**What we offer:**

* A full induction, support and supervision throughout your volunteering period
* In house training related to the role
* Valuable exposure to the work of Ayr Housing Aid Centre
* Opportunity to be part of a well-established and award winning local charity
* Reimbursement of reasonable expenses

**Limitations of post**

Ayr Housing Aid Centre SCIO services are regulated by the Scottish National Standards for Housing Information and Advice, Care Inspectorate and the SSSC. It is an offence to provide housing advice or services unless a person is regulated by the designated professional body. Under no circumstances should volunteers discuss housing matters with service users. However, as a volunteer you will be able to engage, take information and ensure they are linked with an appropriately trained Adviser and your role will be to establish this link to ensure positive engagement.

Wherever volunteers are approached for housing advice they should always refer them to Ayr Housing Aid Centre employees.

Volunteer roles are unpaid, but we can reimburse volunteers for travel costs and lunch expenses if volunteering for a full day. All training required for the role will be provided inhouse by the Centre.

**To apply**

Please send your CV and Covering Letter (maximum length 1 side of A4 please) to info@ayrhousingaidcentre.com

In your Covering Letter please explain how you meet the requirements above and why you are specifically interested in volunteering with Ayr Housing Aid Centre SCIO.

Please include the contact details of 2 referees that we may contact if you are successful.

Please call Hilary on 01292 288111 if you wish more information or simply wish to talk through the role and have any questions

Have a look at our website for more information on what we do.