

We need you.

Get involved today!

Solving problems, changing lives –
making society fairer



Volunteer Learning and Development assistant – Remote / Horsham or Shoreham

Role Purpose

We are looking for volunteers to help provide our service in your local community.

Do you have spare time to offer your skills to support our Learning and Development team with your skills?

Please contact us!

As a volunteer Learning and Development assistant, you will:

- Maintain the L&D e-mail account and phone line/ video calls to support our self-directed learners with their enquiries.
- Help develop the L&D resource base by creating and testing case study examples, researching good practice examples in all enquiry areas and help recording 'bitesize' videos/ podcasts
- Assist the L&D team in the delivery of some training sessions



in West Sussex
North South East

As a volunteer Learning and Development assistant, you need to:

- Be friendly and approachable
- Be non-judgmental and respect views, values and cultures that are different to your own
- Have excellent verbal and written communication skills
- Have good IT, research and numeracy skills

Other Information

You may need to work from home and/or from one of our office, supported by our Learning and Development team.

You will need your own IT equipment and access to Wi-Fi for digital training. There will also be training on the job by specialist staff members.

We ask our Volunteer Learning and Development assistant to volunteer for at least 1 day a week, this may be split into half days. This is a longer term volunteer role that requires a minimum of 6 month commitment.

We pride ourselves on having a diverse workforce and welcome all applications from people with all range of abilities for the skills that they bring.

If you are interested please email **volunteer@westsussexcab.org.uk** for more information about our roles and application process. Alternatively you can apply via our website: **www.advicewestsussex.org.uk/volunteering**