

Get Involved Today

We need your help more than ever!



Volunteer Guidance Tutor

West Sussex Citizens Advice
(Horsham or Shoreham)

Do you have a passion or experience in training?

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

If yes, then we need you!

As a Guidance Tutor, you will:

- Maintain the teams e-mail account
- Support our self-directed learners on the phone line and video calls
- Create and test case study examples to help develop the L&D teams resources
- Assist in the delivery of training sessions

As a Guidance Tutor, you need to:

- Have a friendly and approachable manner
- Be non-judgemental and respectful to all cultures and values
- Have good IT, research and numeracy skills
- Confident in verbal and written communication



As a Guidance Tutor, you will:

- Be a key player that helps to develop and grow its staff and volunteer team
- Get to work with a fun and diverse team
- Be part of new and exciting training projects and programmes
- Know that your skill set will be passed onto the team to provide high standard of support to our clients

Other Information:

You may need to work from home and/or from one of our office

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

We ask our Volunteer Guidance Tutor for at least 1 day a week commitment, this may be split into half days.

This role requires a minimum of 6 month commitment.

We are a diverse workforce and welcome applications from people with all range of abilities.

If you are unable to work within one of our offices remote work options are available.

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