

Volunteer Minute Taker



What will you do?

- complete an introduction to Citizens Advice and training for your role

Take minutes at:

- Quarterly staff meetings in Romford
- Trustee Board meetings in Romford
- Finance committee meetings in Romford
- HR committee meetings in Romford



What's in it for you?

- gain and build on valuable skills and experience such as communication, admin, IT skills and working in a team
- increase your employability
- contribute to the smooth running of the advice service which makes a real difference to peoples' lives
- work with a range of different people, independently and in a team.

And we'll reimburse expenses too.



What do you need to have?

You don't need specific qualifications or skills but you'll need to:

- respect views, values and cultures that are different to your own
- have good IT skills including use of Microsoft Office applications
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- be willing to undertake training in your role
- Work independently as well as part of a team
- Excellent communication skills, written and verbal
- Ability to multitask and work to deadlines
- To be friendly, professional and flexible
- Experience in minute taking is preferred



How much time do you need to give?

We can be flexible about the time spent and how often you volunteer so come and talk to us. Meetings are held at various times of the day and different days.



Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from racially minoritised people/people of colour, disabled people, people with physical or mental health conditions, LGBTQ+ and non-binary people.

If you are interested in becoming an minute taking volunteer and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



Contact details

For more information and to arrange an informal chat, please email
volunteering@haverincab.org.uk