

Wellbeing Exeter is looking for a volunteer to support the resource-gathering requirements of Community Connectors, as part of our health and social care programme. We use the term 'resource' to describe any space, place or person in the community that may be of benefit to others.

If you have an interest in researching your local area, speaking with new people and sharing what you've learned with others, we would like to hear from you.

Role Title: Wellbeing Exeter Volunteer

Role Description

As a volunteer you will:

- Bring your existing skills to a welcoming team that recognises your strengths.
- Help us identify what resources are already available across the city, and help us discover new ones.
- Keep up-to-date lists of these resources which will be used by our Community Connectors, Community Builders and Community Physical Activity Organisers.
- Use your own local knowledge to help us develop our understanding of the city.

Hours and Location

We are looking for someone who is able to commit to 3 hours per week on a Tuesday, Wednesday or Thursday.

The role will be based with the Wellbeing Exeter Team Based at Colab Exeter, King William Street, Exeter EX4 6PD.

What we are looking for

We are looking to recruit a volunteer with the following skills and qualities:

- Confidence to make short telephone calls to local community/voluntary groups and to gather details such as what services they offer, their opening hours to add to our resource list.
- Basic IT skills (using Excel, Word and the internet).
- Good communication skills.
- Willingness to work in an open-plan office that can feel busy at times.
- A flexible approach to your role and willingness to work as part of our supportive, committed team.

What you can expect from us

- An induction to Wellbeing Exeter project and staff.
- An induction to Colab Exeter and the Colab hub, where you will be introduced to the other projects and people who work in the building.
- Training to prepare you for your role.
- A fully equipped work station.

- Ongoing supervision from the friendly Wellbeing Exeter Coordination Team.
- Expenses to meet reasonable costs incurred as a result of volunteering with us.
- Opportunities for further learning and development, including volunteering roles.

What we do

We are a community connecting programme that delivers its support across the city of Exeter. Our focus is on introducing people to places, spaces, people, groups and activities that can develop their social relationships and wellbeing. This can include links as varied as meeting someone in a local community centre, helping them to enrol on an art class or introducing them to volunteering opportunities or other support services. Our person-centred approach ensures we are supporting people to make their own decisions, based on their existing skills, interests and abilities.

Based at Colab, we uphold the Hub's principles of offering an inclusive service, where everyone has the space to realise their full potential. Welcoming and non-judgmental, we strive to provide an environment where everyone feels valued.

How to apply

Please complete the attached 'Colab Community Volunteer Registration Form' and return to Wellbeing Exeter by **Monday 13th September**. You are not required to send us your CV but we will read any that are sent to us.

If you need a paper copy of this form, please contact the Wellbeing Exeter Coordination Connector, Marie, by writing to her at marie.dyke@colabexeter.org.uk or calling 01392 284271.

Completed applications to be sent to marie.dyke@colabexeter.org.uk or posted to her at Wellbeing Exeter, Colab, 3 King William Street, Exeter , EX4 6PD

If you would like an informal conversation with Marie about the role before applying, you are welcome to contact her using the details above.