

Volunteer Role Description **And Person Specification**

The Hull Drug Intervention Programme (DIP) provides support for adults with substance misuse problems and who have had recent involvement in the criminal justice system. Support is offered on a voluntary basis, alongside support that complies with national standards or bail conditions. The Hull DIP offers individuals support on a one to one basis. This would be in the form of assessment, onward referrals, harm minimisation advice, psycho-social interventions, motivational work and practical support.

Volunteer: Admin Assistant

Managed and supported by: Volunteer Co-ordinator

Purpose: To support the administrative team with general office duties

1. Assist the admin team with general office duties.
2. Answering the phone
3. Filing of client records
4. Photocopying and ensuring that office paperwork is stocked
5. Completing assessment packs and paperwork
6. Faxing
7. Shredding
8. Post handling
9. Assisting with the organisation of team and steering group meetings.

Person Specification

- 1. Ability to communicate clearly and effectively*
- 2. Understanding of the issues and willingness to work in the field*
- 3. Some basic office experience would be an advantage but not essential*
- 4. Basic literacy and numeracy skills relevant to the role*
- 5. Able to respect and maintain confidentiality*
- 6. Able to work in a none judgmental and ant-oppressive manner*
- 7. Willingness to complete an initial induction*
- 8. Willingness to undertake relevant training*
- 9. Willingness to attend regular supervision and undertake work related accreditation*

Time Commitment:

A minimum of one half day per week (4 hours) plus one hour per month for Supervision and training