



## **Project Information Form - Volunteering Opportunities**

**Name & address of Project:**

B&D SMET  
300 Ripple Road  
Barking  
Essex  
IG11 7RP

**Location of voluntary work:** - As above & outreach

**Name of contact person:** - Sophie Macgregor

**Contact telephone number:** - 0208 8591 8588

**E-mail:** - smacgregor@crinet.co.uk

**Roles, responsibilities and duties of volunteers:-**

Volunteers assist with administrative tasks and other duties in the office, such as answering the phone etc.

Volunteers will also have the opportunity to shadow outreach workers when they see clients. After a thorough induction and having gained a good understanding of the client group and the work carried out in the team, the volunteer can get the opportunity to do assessments, onward referrals, escort clients to appointment etc.

**Skills and experience:-**

A non-judgmental and open attitude and approach is essential. It would be preferable if the volunteer has a basic understanding of the client group and the issues that they might face. The volunteer would need good communication skills and some self confidence. No specific experience required.

**Time commitment : minimum 4 hours & maximum 3 days per week**

**Days:**           **Times:** Between 9am-5pm

Monday

Tuesday

Wednesday

Thursday

Friday

**Additional Information:**

- Ability to gain valuable experience of working in the substance misuse field
- Be part of a continually developing service
- Access Open College Network accredited training courses

