



## Role Description

Title:	Practical Support Distributor
Accountable to:	Pregnancy Test Coordinator
Location:	Walsall, Wolverhampton and Stratford upon Avon
Contract Type:	Voluntary
Commitment:	You will be expected to cover at least one rota slot on either a weekday or weekend

### Could you help us support clients?

In this role, you will volunteer alongside a comprehensive team of volunteers and staff to respond to client requests for free pregnancy/baby equipment and practical support items. These are offered free of charge by Life to clients in need of equipment.

### Typical Tasks:

- Working directly with clients to meet their needs for practical support equipment
- Sourcing of practical support equipment and clothing for replenishment of stock
- Quality control monitoring and checking of equipment
- Promotion work for Life's practical support services
- General administration tasks
- Supporting delivery of items to clients who do not have the means to collect items from our pregnancy support hubs.
- Care taker/Handy person for the pregnancy support hubs
- Chance to participate in fundraising opportunities
- Complete all necessary compliance training for meet the needs of the role
- Act as an ambassador for Life
- Ensure all Safeguarding, Health & Safety and Confidentiality policies and procedures are adhered to

### What skills do I need:

No formal experience is needed, as all necessary training will be provided.

However, ideally you will:

- Friendly and helpful
- Have good communication, listening and interpersonal skills.
- Have good organisational & IT skills.
- Be passionate and enthusiastic.
- Ability to work independently and use your initiative

If you don't feel you tick every box but are sure this role is the one for you, please drop us a message and tell us why. We're open to suggestions and happy to chat with you to find out what's possible!

#### Benefits of Volunteering:

- A chance to work in a friendly team.
- The feel good factor of helping Life meet its charitable aims
- Develop your confidence and interpersonal skills.
- Gain valuable experience and add to your CV.
- Learning new skills.
- Flexibility to fit in with your lifestyle around your other ongoing commitments.
- Reasonable travel expenses will be reimbursed.

#### Training & Support:

- Provide induction, information and training to enable you to carry out your role effectively.
- Support your personal development by offering appropriate induction, training and feedback opportunities.
- Provide policies, procedures and standards of the organisation in relation to Volunteering.
- Provide regular organisational communication and updates.

#### What we need from you:

Criminal Disclosure check necessary? Yes

We are working hard to make sure anyone who wants to can volunteer for Life, but at the moment we have a minimum age of 18 for this particular role.

Not sure this is the role for you?

Pop over to [www.lifecharity.org.uk/volunteer](http://www.lifecharity.org.uk/volunteer) and find out what else we have available.