

Community Volunteer

Location: London, SE11 and elsewhere in the UK

Hours: This is a flexible role where the volunteer will be within their own community. Ideally, the role would be for 7 hours of volunteering a month.

Brief description: Listening Books is a national UK charity providing an audiobook lending service for anyone with an illness, disability, learning or mental health condition that impacts on reading or holding a book. Our Listening Books Community Volunteers will assist with membership recruitment by raising awareness of the charity within their local area.

Tasks include:

- Researching and sharing leaflets/posters with local charities or other organisations in their area that support those who could benefit from our audiobook service.
- Engaging with our online content by sharing our social media posts on Facebook, Twitter, Instagram and YouTube.

For those that are interested, they could also:

- Give short presentations about the Listening Books service and membership.
- Promote the Listening Books service at small exhibitions within their area.

Skills and experience needed (E – Essential/D – Desirable):

- Excellent verbal communication skills (E)
- Accuracy and attention to detail (E)
- A confident telephone manner (D)
- Proficiency in basic Microsoft Office packages and experience of using the Internet as a research tool (D)
- Experience of public speaking (D)

Full support and training will be given to the right candidates. We can cover travel expenses if travel is required within the local area. This should be agreed in advance. We can also cover reasonable expenses for travel to the Listening Books offices, or to events if this is applicable.

Please email cbell@listening-books.org.uk for an application form.

Due to the high level of applications we receive, unfortunately we are unable to respond to each one individually.

We will contact successful applicants to arrange a brief chat about the role.

Listening Books operates a diversity policy
Registered Charity No: 264221