

Addictions Recovery Community Hillingdon (ARCH)
Via Hillingdon Service
Service Support Volunteer, Uxbridge

Arch Hillingdon is a free and confidential drug and alcohol service for young people and adults who live or are registered with a GP in Hillingdon.

Via's Hillingdon service is a support service for adults and young people who are affected by drug and alcohol problems. We have a dedicated team of substance misuse practitioners who work alongside other professionals including doctors, nurses, psychologists and therapists across three sites.

Service Support volunteers play an important behind-the-scenes role in helping services run smoothly and feel welcoming, organised and well-maintained. By supporting day-to-day practical tasks, you help staff focus on delivering support to people who use the service.

Main purpose of the role:	<ul style="list-style-type: none">• Helping to maintain a tidy, welcoming and well-organised environment across the building• Putting up posters, notices and displays as directed, ensuring information is clear, current and visible• Checking leaflet racks and noticeboards and replenishing materials when stocks are low• Assisting staff to ensure equipment, resources and rooms are set up correctly and items are returned to their proper places• Carrying out simple, low-risk admin tasks such as photocopying, filing, sorting paperwork or preparing information packs• Supporting occasional practical tasks such as preparing rooms for meetings or activities• Flagging any maintenance, stock or resource issues to staff when noticed• Working flexibly across different areas of the service as needed, following guidance from staff• Adhere to policies and procedures, in particular confidentiality
Person specification:	<ul style="list-style-type: none">• A practical, reliable and proactive approach to tasks• Good attention to detail and pride in keeping spaces organised and presentable• The ability to work independently on straightforward tasks, while knowing when to ask for guidance• A friendly and respectful attitude when working around staff, volunteers and service users• Willingness to follow confidentiality, health and safety, and organisational guidelines• A team-focused mindset and willingness to help where needed

Commitment required:	<ul style="list-style-type: none"> Our preference is for a volunteer to attend 2–3 days per week; however, even one day would be great. We can be flexible Carried out between the hours of 9-4, Monday - Friday
Training and support given:	<ul style="list-style-type: none"> Full induction
Other:	<ul style="list-style-type: none"> Travel expenses can be claimed with proof of a transportation ticket or mileage accrued A Disclosure and Barring Service (DBS) check is required for this role, carried out by ARCH You may need to complete an additional form/ paperwork for ARCH You must be aged 18 years and over to carry out this role
To apply for this role:	<p>A H4ALL application form must be completed. Please note we require two references.</p> <p>To obtain an application form:</p> <ul style="list-style-type: none"> Visit www.h4all.org.uk and download or print an application form Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post Telephone 01895-676-111 <p>Send your fully completed application form by:</p> <ul style="list-style-type: none"> Email to volunteerhub@h4all.org.uk <p>Post to H4All, Volunteer Hub, Key House, 106 High Street, Yiewsley, UB7 9BQ</p>