



Project Information Form - Volunteering Opportunities

Name & address of Project:

Greenwich SMET
Rooms 20-26, Ground Floor
Island Business Centre
Block P
Wellington Street
Woolwich
London
SE18 6PF

Location of voluntary work: - As above & outreach

Name of contact person: - Louise Simonsen

Contact telephone number: - 0208 855 6079

E-mail: - lsimonsen@crinet.co.uk

Roles, responsibilities and duties of volunteers:-

Volunteers are expected to help with administrative tasks as well as other duties in the office, such as answering the phone, ordering stationary 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 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 :

Days: **Times:** Between 9am-5pm (but can be negotiated)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

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
- Volunteers will get the opportunity to spend time with different CRI projects in the Borough of Greenwich and will also be able to volunteer for more than one project depending on the amount of time that they can commit to.

