About the service

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.

As a Volunteer Administrator you will support the delivery of a wide range of interventions for service users. These will include:

About the role

* someone looking to develop their experience in a reception and administration role.
* A positive attitude and the desire to learn are essential
* is a non-judgemental and supportive approach to people who are facing problems with drugs and alcohol
* A good working knowledge of standard IT programmes (MS Office, Outlook)
* a close eye for detail

In addition to the above you will be expected to participate in team meetings where relevant and to carry out other tasks as deemed necessary to support the needs of the service.

What skills do I need?

The role would be ideal for someone looking to develop their experience in the drug and alcohol field. While some knowledge of the sector is desirable, we are specifically looking for people who have a passion for the work that we do. A positive attitude and the desire to learn are essential, as is a non-judgemental and supportive approach to people who are facing problems with drugs and alcohol.

What VIA can offer you

When you begin volunteering you will be allocated a volunteer supervisor who will act as your main point of contact in your service. They will provide you with ongoing support and supervision and will work closely with you throughout your time at VIA. There is also a central volunteer services team that will support you while you are on placement. In addition, you can expect:

* A full induction to your role
* Access to volunteer and staff training opportunities
* Regular supervision
* Reimbursement of reasonable travel expenses and lunch expenses

When

We are looking for someone to support the team for **2+** days are flexible. We ask that volunteers try to commit for a 6-month period where possible.

How to apply

If you would like to apply for this role, please read the guidance notes on applying for volunteer roles and complete and return and application form.

Volunteers@viaorg.uk