



## **Community Action Project**

Citizens Advice Support

## **Community Action Partner**

Spelthorne Citizens Advice Bureau

**Aim:** To provide an independent service offering free, impartial, confidential advice to everybody, regardless of race, age, gender, sexuality or disability.

**Role:** Qualified advisors, administrative volunteers and receptionists are all required within the Bureau.

**Training:** An induction session, job supervision and job shadowing is provided. The bureau can work with the requirements of the volunteer/faculty to meet the individual's need.

**Location:** Staines.

**Times:** Monday – Friday: 10am – 4:00pm

**DBS:** A DBS disclosure will be required via the Community Partner.

**Other:** Volunteers must be prepared to sign a Confidentially Agreement. Expenses will be reimbursed and this project has accessibility.

**Application:** All volunteers must be registered as Community Action volunteers. To do so, visit <http://www.rhul.ac.uk/services/volunteering/register.html>

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