

Employment and Volunteer Vacancies based at the Freedom Centre



We currently have a range of employment opportunities available at the Freedom Centre which are detailed below. The closing date for submitted applications is 9am on Wednesday 19th September 2018.

More information and an application form are available via our website or at the Freedom Centre reception which is open 9am to 4pm Monday to Friday. Please call 01271 321171 to have a job specification and an application form emailed to you or visit www.freedomcommunityalliance.org.uk/safe-sleep-barnstaple

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Paid positions:

Financial administrator – x 1 full time permanent position (37.5 hours per week)

We are recruiting a financial administrator to manage finance related tasks for the organisation, perform budget and payroll transactions, maintain separate account such as discretionary and grant funding, and maintain accurate financial records for tax-related and charity reporting purposes.

Administrator – x 1 full time permanent position (37.5 hours per week)

The purpose of this administration role is to ensure that a high quality and effective administrative function is provided at the Freedom Centre. There will be elements of reception oversight and duties and facilities functions in this role including two full days covering reception duties at the Freedom Centre.

Drop-in support workers - x 2 Temporary 6 month contract (14.25 & 15.25 hours per week)

These roles are to provide effective and high quality support services to homeless and vulnerable clients of the Freedom Drop-in to encourage and enable clients to take control of their lives and make positive forward steps. It involves working with clients on a 1:1 basis to flexibly deliver services with the rest of the team and in partnership with external organisations. There may be opportunity for a permanent position at the end of the temporary contract.

Volunteer positions: (these positions are available for immediate start for the right candidates)

Drop-in Support volunteer - This volunteer role is in the open access drop-in project known as the Freedom Drop-in which is a multi-functional, open access centre for adults suffering from deprivation of any kind. This volunteer role involves assisting vulnerable adults by working alongside the staff support team and will provide a friendly welcome to help people who use our services to feel relaxed and comfortable. Volunteers shifts are available Monday to Friday from 9.45am to 2pm.

Computer Support Volunteer – This volunteer role is in the open access drop-in and involves supporting adults to use the computer for a variety reasons including: housing applications; job search; writing C.V's or letters; online benefit applications; research etc. Volunteer shifts are available Monday to Friday from 10am to 2pm.



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Kitchen Volunteer - This volunteer role is in the kitchen providing hot meals for services users of the open access day centre project. It will involve working in a team of people under the supervision of the kitchen manager to help prepare and serve a 3 course meal for people currently experiencing hardship.

Reception Volunteer - The receptionist's role is considered a very important part of the team at the Freedom Centre. As the first point of contact at the Freedom Centre the receptionist must ensure that everyone is welcomed and treated with respect regardless of their reason for visiting the centre. This role includes other administrative duties and shifts are available on Monday to Friday at a variety of times during the day.

Safe Sleep Volunteers – Safe Sleep is a new project commissioned by North Devon Council to provide winter sleeping accommodation for up to 20 homeless people between 8pm and 8am. This new provision starts on Monday 1st October and we are looking for evening and early morning volunteers for a variety of roles:

Support volunteer – this is an evening shift working alongside the support team to help with booking showers, visits to the clothes store, washing and general interaction and socialising. Shifts start at 8pm till 10.30 / 11pm and are available Monday to Sunday.

Kitchen volunteer – this is an evening shift providing a light meal and hot drinks to people using the shelter. It will involve serving and washing up. Many of the meals will be pre-prepared but on occasions there may be some cooking or food preparation required. Shifts are available Monday to Sunday from 8pm to 10.30 / 11pm.

Breakfast volunteer – this is an early morning shift providing a full cooked breakfast for adults who have used the shelter. Cooking and good organisational skills are required for this role. Shifts start at 6am till 8am from Monday to Sunday.

All of the above positions are listed on our website where you can find full job specifications or role descriptions and relevant application forms. Please visit **www.freedomcommunityalliance.org.uk/safe-sleep-barnstaple**

Alternatively you can call in to the Centre to pick up some information or call **01271 321171** and request to have the information emailed to you.