

Volunteer Role Virtual Note Taker at Forums and Meetings

One of the services we offer to unpaid family carers is the opportunity to attend courses and events at different venues across the county and now online. We are looking for volunteers to help on the day with organising these events.

WHERE	Forums and Meetings will take place on Zoom.
WHEN AND HOW OFTEN	Forums last about 1.5 to 2.5 hours on a Tuesday, Wednesday or Thursday. They are run during the day time. Meetings are held also during the day but could be held on various days of the week.
ABOUT	We are looking for someone to take notes at our regular Meetings and Carers Forums, which include Dementia, Drug and Alcohol, Learning Disability, and Mental Health. The notes are a record of what is agreed at the Forums and often include details of any information that has been shared so we are looking for someone who can take written notes and then type these up as a Word document which can be shared by email and put on to our website.
WHAT WE ARE LOOKING FOR	Good Communication and Organisational Skills Commitment and Reliability Enthusiasm to help unpaid family carers Car driver (as not all venues are on public transport routes).
WHAT YOU CAN GAIN FROM THIS OPPORTUNITY	An opportunity to help others An opportunity to meet and work with new people. The chance to enhance IT and note taking skills The chance to boost your CV
GENERAL INFORMATION	There would also be the opportunity to attend our Volunteer Induction and Training events all which are held on Zoom.

Please note this opportunity is only available to those over 18 years of age.
This role will require a DBS check (formerly CRB) .

This is part of our “Support at Events/Courses” stream of volunteering

For more information contact us:

Telephone: 01992 58 69 69

Email: volunteer@carersinherts.org.uk

Or apply online:

<http://www.carersinherts.org.uk/help-us-help-carers/volunteer/volunteer-application-form>