



Admin Support Volunteer

Stour Health and Wellbeing Partnership (SHWP)

Contact Details

Bob Armstrong

Tel: 07855 744868

Email: bob.armstrong@clara.co.uk

Website: www.shwp.org.uk

Description

SHWP is a volunteer, local community led Partnership. Its purpose is: 'To improve the health and wellbeing of all residents in the Stour area through better partnership working'.

This role would provide support for the SHWP and in particular the Chair of the Trustee Board and Chair of the Executive Committee.

- Provide administrative support to the Trustee Board, Executive Committee , Chair of Trustee Board and Chair of Executive Committee
- Schedule and organise virtual Zoom/Team and face to face meetings
- Collate and circulate agendas
- Take minutes and distribute
- Maintain Partnership documentation, past minutes, risk logs, governing documents
- Maintain relevant and up to date databases
- Promote and attend Partnership events
- Ensure compliance with statutory and Charity Commission submissions and deadlines

Skills Required

- Administration
- IT literate

Skills Description

- Planning and organisational skills
- Ability to create strong working relationships
- Ability to work on own initiative and as part of a team

Benefits from this role

Opportunity to:

- Volunteer in the heart of the local Stour community
- Interact with multiple local community, charity and public organisations

How To Find Out More

- Visit our website: www.shwp.org.uk



Activity Support Volunteer

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Description

SHWP is a volunteer, local community led Partnership. Its purpose is: 'To improve the health and wellbeing of all residents in the Stour area through better partnership working'.

This role would provide support for the SHWP with activities that they or their Partnership Members deliver in Shipston on Stour and the surrounding villages.

Do you enjoy engaging with people and making a difference at a local community level? Have you got spare time to help put a smile on someone's face?

We are looking for volunteers to support our varied activities. Why not join a friendly team who are passionate about improving health and wellbeing locally.

Skills Required

- Outgoing and enthusiastic with strong communication skills
- Organisational skills
- Able to work flexibly, identifying needs and responding appropriately
- Ability to work on own initiative and as part of a team

Benefits from this role

Opportunity to:

- Volunteer in the heart of the local Stour area supporting the community
- Opportunity to interact with multiple local community, charity and public organisations

How To Find Out More

- Visit our website: www.shwp.org.uk