

Leicester Charity Link



Tackling Poverty - Changing Lives

Each year we help over 5,000 vulnerable local people and children experiencing poverty, hardship and crisis by providing essential items such as beds, cookers, mobility items and, in emergencies, food.

**Job Title Casework Home Visitor**

**Task and responsibilities:**

To visit vulnerable clients in their own homes and assist our clients in completing Leicester Charity Link's grant application form. Gathering all relevant information relating to and required on the application form. Completing other charities application forms with the client as and when needed. Arranging visits with clients.

**Skills required:**

Excellent communication skills and friendly manner.  
Methodical approach.  
Good reading and writing skills and able to compose short but detailed social reports.  
Driving Licence would be helpful but not essential as public transport could also be used.

**Benefits to you:**

This is an opportunity to be involved in helping the most vulnerable people in our society and is a very valued position. Experience will be gained in administrative procedures along with charitable fund raising and liaising with various professional and their organisations.

**Responsible to:**

Director of Operations

**Hours/time commitment:**

2 – 8 hours per week as visits dictate. There is a need to be flexible.

**Location:**

Based at Leicester Charity Links city office, with visits in both Leicester City and Leicestershire and Rutland if possible.

**Training:**

Informal in house training covering all aspects of the post.

**Supervision:**

Director of Operations

**Expenses:**

All travel expense to and from office location and all home visits. Any other reasonable out of pocket expenses.

**Any other information:**

It is essential that all prospective volunteers undergo a CRB (Criminal Records Bureau) Standard Disclosure check before beginning a volunteering role.