



**Volunteer Centre**  
Bedford

## **Volunteering Adviser**

21 hours per week initially  
(likely to rise to 28-35 hours)

NJC pt 20 -£18,217 p.a. (pro-rata)

### **Do you want to help people volunteer?**

You will be interviewing and advising members of the public who want to volunteer, helping them to find opportunities suitable for their needs and aspirations.

You will have experience of dealing with customers/ clients face-to-face, good communication and admin skills. Some experience of volunteering or working in the voluntary sector would be desirable.

For an application pack, please call **01234 213100**, or download an application pack at:  
**[www.volunteeringbedford.org.uk](http://www.volunteeringbedford.org.uk)**

**Deadline: Tuesday 1<sup>st</sup> September 2009**

Registered Charity No: 1086329