

Volunteer Role: Research and Campaigns Worker

Purpose of the role

To co-ordinate, promote and be involved in all research and campaigns activities in the bureau

Main duties and responsibilities may include:

- Complete and collate evidence forms that record information about the problems clients experience;
- Identify and raise issues in the bureau and at meetings;
- Conduct research and write reports on local issues;

Personal skills and qualities

- A strong sense of justice.
- Understanding of the importance of research and campaigns work.
- Understanding of key current social issues, and their potential impact on CA clients.
- Commitment to the aims and principles of the CA service.
- Ability to give feedback clearly and sensitively.
- Good report-writing skills.
- Ability to analyse complex information.
- Ability to work constructively with other agencies.
- Ability and willingness to work as part of a team.
- Ability to work on own initiative, within given guidelines.
- Desire to continue learning.
- Basic IT skills and willingness to learn further IT packages.
- Good level of written and spoken English