



High peak Women's Aid (HPWA) provides services for women affected by Domestic Abuse.

We are recruiting a volunteer to help with our Outreach Services.

'Outreach Office' Volunteers

Role Description

Purpose

- To provide support to the Outreach staff, enabling them to give more of their time to supporting women.

Activities

- To answer the telephone in the Outreach Office and take messages for the staff when they are busy on the telephone or when they are out on visits.
- To welcome women who are waiting to meet with the staff and make coffee/tea and engage in conversation with her.
- To undertake any other admin tasks within the office as requested

Possible additional task, depending on volunteer and their available time / having a car

- If have a car or prepared to travel on public transport - to accompany women to appointments e.g. housing department, doctors, etc.

Time required

- One half day per week as a minimum.

Location

- Outreach office, Glossop

You can expect to claim reasonable travel expenses.