

# Swindon Carers Centre

## Join Our Team of Volunteers



Swindon Carers Centre provides advice, information and support to unpaid carers aged 5 and upwards who look after a family member or friend who due to age, physical or mental illness, addiction or disability cannot manage on their own.

We are seeking a passionate, effective, and committed individual to become part of our friendly, dedicated team of volunteers.

### **Volunteer Emergency Card Scheme (ECS) Administrator 5-14 hours/Week (can be more)**

The post holder will support the Emergency Card Scheme Administrator (ECS) in the Adult Carer Support Team.

- To support the ECS Administrator to operate and oversee the ECS waiting list on our management system, effectively making sure carers are supported in a timely manner, including if appropriate, and with the support of the ECS Administrator, calling carers wishing to join the ECS to complete their individual plans as well as typing up plans.
- To undertake general administration tasks to support the ECS.

Ideally, we are looking for someone who may have previous knowledge of Health and Social Care and the ability to ask the right questions if calling a carer wishing to join the ECS. (This is where a plan is put in place in case the carer is unable to continue their caring role in the event of an emergency to make sure their dependent is safe and well).

For an informal discussion regarding this role, please contact us on 01793 531133, option 5 and ask to speak to Stuart Ilbury, Service Delivery Manager Adult and Older Carers

To be considered for this position, you are required to complete the application form (you can complete the online application form on our website or download the form) and outline how you meet the requirements of the role description and person specification.

Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. A Basic Disclosure and Barring Service check will be required for this post.

We adhere to a policy promoting equality of opportunity. No CV's. No agencies.

Swindon Carers Centre will retain all unsuccessful applications for 6 months after the date of interview and may contact you during this time regarding future job opportunities. All applications will be destroyed following the 6-month period.

**All information for applicants is on our website:**

[www.swindoncarers.org.uk/volunteer-with-us/](http://www.swindoncarers.org.uk/volunteer-with-us/)