

## Are you thinking about Voluntary Work at Luton Law Centre?

Luton Law Centre has up to 5 part-time voluntary workers at any time. They come from all sorts of backgrounds, bringing a wide range of experience which is an important contribution to our work. We usually advertise for volunteers who have specific skills, so it is always best to respond to a specific advert.

Voluntary Workers can get involved in a number of different ways:

- Administrative procedures:
  - Dealing with the phone and correspondence
  - Organising paperwork and files
  - Inputting and analysing statistics
  - Keeping information up to date on our case management system.
  - Book-keeping and financial administration
- Contact with clients,
  - Assisting with on-the-spot advice enquiries
  - Telephoning clients to request basic information
  - Preparation of correspondence
  - Updating files
  - Proof-reading
  - Opening and closing client files
- Helping the caseworkers with:
  - Research,
  - Preparing for court and tribunal hearings,
  - Liaising with and supporting clients,
  - Drafting documents and correspondence.

Everyone, paid or unpaid, is expected to do their share of routine tasks like typing, filing, making the tea and washing up.

We try to give our Volunteer Workers useful and enjoyable experience, as well as training in new tasks and we expect quite a lot in return.

You must:

- have commitment to our ethos and policies
- be reliable - you will become an important part of weekly routine,
- be able to keep information absolutely confidential,
- be able to listen carefully, sympathetically, and be non-judgemental,
- be trained to follow Law Centre procedures
- be willing to work under supervision.

We can pay travel expenses.

If you would like to apply, please fill in the Voluntary Worker's Application Form and return it to Michele Rigby ([mrigby@lutonlawcentre.org.uk](mailto:mrigby@lutonlawcentre.org.uk)). We will then arrange for you to come in to meet some of the staff to discuss how you think you can contribute.

If you would like to talk to someone about how your skills and abilities might fit into the Law Centre, please email Michele to arrange a time to speak on the phone.

We look forward to hearing from you.

Luton Law Centre

[www.lutonlawcentre.org.uk](http://www.lutonlawcentre.org.uk)

01582 482 000