Data Analysis Support Volunteer

What will you do?

- complete an introduction to Citizens Advice and training for your role
- Review case records relating to your project
- update case records in line with project deliverables
- Identify learning opportunities in case recording and feedback to training team
- Review & update reports on project outcomes to agreed schedule

What's in it for you?

- gain new skills in file management, data analysis, management engagement and understanding Data Protection in more detail
- increase your employability
- contribute to the running of the advice service which makes a real difference to peoples' lives
- work with a range of different people, independently and in a team.

And we'll reimburse expenses too!

What do you need to have?

You don't need specific qualifications or skills but you'll need to:

- respect views, values and cultures that are different to your own
- have good organisation skills
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- have good attention to detail
- be willing to undertake training in your role

How much time do you need to give?

Minimum 8 hours per week (can be split into two sessions), for at least 6 months.

We can be flexible and understand that you may have existing family and personal commitments.

Contact details

Follow this link to register your interest - Volunteering information request - Dacorum