**Volunteer Role Description**

Thank you for your interest in volunteering with Wiltshire Sight! We rely on the help and dedication of volunteers to support the wide range of services that we provide, and we recognise the huge contribution our volunteers make to the effectiveness of our organisation.

**Role:** Volunteer Audio Library Assistant

**Location:** Devizes

**Purpose:** Wiltshire Sight has an extensive audio library with a wide range of CDs and Audio Books, available by post, free of charge to people with a visual impairment across Wiltshire, Swindon, Bristol, South Gloucestershire and Bath and North East Somerset. We are looking for an organised team player to work alongside the Volunteer Audio Library Coordinator in our Devizes office. The role would involve ensuring titles are properly catalogued, postage and returns and other general admin tasks as required.

**Additional location information:**

St. Lucy’s Sight Centre, Browfort, Bath Road, Devizes, SN10 2AT

**What you will be doing?**

* Cataloguing CDs
* Posting out and re-shelving CDs
* Maintaining records
* Other general admin duties as required by the Audio Library Coordinator or the wider Wiltshire Sight team, e.g. occasional phone calls, research etc.

**What skills and experience are needed?**

* A knowledge of Microsoft Outlook, Word, and Excel
* Willingness to talk on the phone
* An interest in literature
* Good attention to detail
* Good team player

**What will you gain from the role?**

* The knowledge that you are making a real difference to the lives of people living with sight loss in the region
* Useful work experience to add to a CV
* The opportunity to learn new skills and connect with others
* Experience of working within a friendly team

**What support will be given?**

* Induction and role-specific training
* Understanding Sight Loss
* Expenses
* Supervision and support from the Audio Library Coordinator and Volunteer Coordinator
* Additional training as appropriate

**When will you be needed?**

This can be flexible to fit around you.

**How often will you be needed?**

A minimum contribution of 2 hours per week is ideal

**References**

Two references required prior to starting in role