



## Pregnancy Matters™ Centre Volunteer - Role Description

### Organisation and overview of the Charity

Life is a national charity combining nationwide services providing positive alternatives to abortion with prolife advocacy and education work, through our Pregnancy Matters™ and Life Matters® services.

### Why we need volunteers

Our staff run vital services for pregnant women and new mums, and we rely on volunteers to help us do this.

**Responsible to:** The Pregnancy Matters™ Manager

### What does it involve?

- To be the first point of contact for clients entering the Pregnancy Matters™ Centre
- Processing donated mum and baby items and keeping inventory
- Sourcing mum and baby items and delivering them to clients if required
- Providing a safe space to listen to anyone facing a crisis pregnancy (Listening Skills)
- Keep up to client information in accordance with Data protection legislation and GDPR
- Attending meetings and training as required

### What skills do you need?

- Good people and telephone skills
- Basic IT skills (Microsoft Office) (desirable)
- Be comfortable to volunteer within a group or by yourself
- Good communication skills
- Full driving licence (desirable)
- Good attention to detail and good organisational skills

### What are the benefits?

- Opportunity to meet new people
- Training and support
- Work experience – something to put on your CV
- Knowing you are helping to make a difference
- We are open to short- or long-term volunteering with hours to suit
- Reasonable out-of-pocket travel expenses

### What next?

Contact us on [linkone@lifecharity.org.uk](mailto:linkone@lifecharity.org.uk) or ring us on 01926 312272 and ask to speak to the Link One Pregnancy Matters™ Manager.