Data Entry Volunteer - Watford

Meriden Community Hub – 149 York Way, Watford

The Living Room is an award winning, abstinence-based addiction recovery charity founded in 2000. We provide free group therapy treatment to adults from our centres in Stevenage, St Albans and Watford. Our groups are facilitated by trained counsellors who are in long-term recovery from addictions – they’ve seen it, done and are wearing the T-shirt. We also provide support for family and carers of those with addictions.

We need someone locally who can help us to record data on our systems. Our counsellors and centre manager work with clients and that information needs to be captured electronically, in order to maintain clear and concise individual records, as well as providing reports for our funders.

Do you want to help your community and have basic computer skills that you want to improve? If you could spare a few hours in the afternoon during the week, we would love to have you.

- Monday 1-4PM OR
- Tuesday 1-4PM OR
- Wednesday 1-4PM

To be a volunteer, you don’t need any qualifications although if you have specific skills that might be useful, do make those known on your application. What we do need is reliability and a commitment to help regularly, to be friendly and want to work as part of a really inclusive team.

We will provide you with an induction, training and support and you will be fully insured. We will give you a reference if you are looking to volunteer for a while until you have experience to look for paid employment – helpful if you want to improve your confidence when re-entering the job market.

We are an equal opportunities employer, follow all Safeguarding guidelines, Disability Confident Committed employer and a Mindful employer.

“Volunteering at The Living Room has made me revaluate my approach to many things, particularly addiction. It has also given me a timestamp for my week (something to look forward to), continuing stimulation and interaction with others. I believe I make a contribution – in a small way- which in turn gives me satisfaction that my time is well spent.”

To have a discussion or to find out more contact: Ann or Jackie (Centre Managers) via our contact page on www.livingroomherts.org or 0300 365 0304, enquiries@livingroomherts.org or message us on Facebook.