



Would you like to become a **Suffolk InfoLink** Champion?

Becoming a volunteer Suffolk InfoLink Champion will give people the opportunity to make a positive contribution to their community.

Volunteer Task Description:

- To identify activities and services in your local community
- To collect and record this information accurately
- To post information to the Suffolk InfoLink website using the Suffolk Library Service facilities (optional)
- To encourage the sharing of this information through Suffolk InfoLink for the benefit of the wider community
- To promote the use of Suffolk InfoLink to help people across Suffolk to access information and get involved themselves in what is going on
- To report any gaps in services that you may identify in your local community so these can be addressed by the appropriate agencies
- To record feedback from the community about the benefits of Suffolk InfoLink

Personal qualities and skills required:

- A friendly personality
- Good communication skills
- Good attention to detail and accuracy
- Good knowledge of your local area
- Basic computer skills (optional)
- * Previously agreed expenses will be paid to volunteers





Next steps to becoming a volunteer:

Request an application form from:
Suffolk InfoLink Champions Project Co-ordinator:
Kerry Overton on: 07545 248222 or
kerry.overton@savo.co.uk and return it by email
or to SAVO FREEPOST ANG, 20544, Ipswich IP4 5BR

You will then be offered an informal interview to identify your skills, suitability and availability for volunteering with the Suffolk InfoLink Champions Project.

We will seek your permission to contact two referees and we will require you to complete a Criminal Records Bureau check.

All volunteers will then receive an introduction to the Suffolk InfoLink Champions Project and training relevant to their role including:

- Health and safety
- Personal safety
- Guidelines for Confidentiality and Data Protection
- Equality and Diversity
- Suffolk InfoLink database

