



EPIC Trust
Empowering People through
Independence and Choice

VOLUNTEER SERVICE

PUBLICATIONS VOLUNTEER

Service: EPIC Involvement Service

Summary: The Involvement team provide strategic direction and operational support to EPIC Support and Specialist Housing Management teams to consult with and involve tenants and service users in the delivery of services. We work with EPIC Trust service users to ensure that they are listened to and that they have opportunities to have their say.

Location: 12-27 Swan Yard, Islington, N1 1SD

Some of the tasks this volunteer will have the opportunity to do

- Support the Involvement Manager in ensuring that EPIC service users have a voice within the organisation
- Liaise with staff, volunteers and service users in developing newsletters, posters and other printed and electronic publications
- Produce high quality publications that meet organisational brand guidelines
- Support service users who would like support in developing the skills to produce their own publications

We are looking for someone who:

- Has experience of desktop publishing
- Can work on their own initiative, as well as part of a team;
- Is organised, able to prioritise tasks and meet deadlines;
- Can communicate clearly and honestly.
- Understands, and is sensitive to, the needs of vulnerable people;
- Works in an anti-discriminatory manner;
- Can work within EPIC Trust's policies.

Hours & Expenses

We are looking for someone to offer 4 to 8 hours per week. This opportunity is available Monday-Friday between the hours of 9am-5pm. We offer high quality training, support & supervision. We will pay for travel expenses to and from the workplace, and a contribution towards lunch expenses, as long as tickets and receipts are provided.