



**Teamwork Trust**  
Empowering Every Ability Together

## **VOLUNTEER ROLE DESCRIPTIONS**

### **Aims and Expectations:**

All roles are based around helping adults with Autism, Learning Disabilities, and Mental Health challenges thrive through learning, skills giving everyone the same chances, choices and opportunities to live full, purposeful and independent lives.

**Locations:** Corby, Kettering, or Wellingborough.

**Hours:** Flexible, from 2 to 16 hours per week.

**We Offer:** Training, CV help, interview prep, testimonials, and job connections.

### **The Roles:**

#### **Volunteering Assistant**

Help with admin tasks that support our volunteer programs and events. You might also assist the Fundraising & Volunteer Executive. No tasks outside this scope will be assigned.

#### **Enterprise Assistant**

Support our service-user-led businesses with practical help. If you've got relevant skills or experience, that's fantastic — but we also welcome general help across our enterprises.

#### **Autism & Learning Disability Support**

Be part of the team supporting our day service activities. You'll work closely with service users and can share or develop skills alongside our staff.

#### **Site Caretaker**

Keep our spaces safe and running smoothly by tackling both scheduled and ad-hoc tasks. You'll always be working in spaces shared with service users and team members.

#### **Admin Assistant**

Provide admin support for both staff and volunteer projects. You might also help with research. No tasks outside this role's scope will be assigned.

#### **Gardener**

Work on our growing and garden maintenance projects. You'll have creative freedom and guidance from our centre leads.

#### **Other**

If you feel your skills / experience don't quite fit with the above, please do still get in touch. We may still be able to offer you some volunteering opportunities and we would love to hear from you.