

Benefits Form Filler Volunteer



What will you do?

As a Benefits Form Filler, you will be providing essential support to residents who need help to receive the financial help they need. After appropriate training, you will help residents to complete disability and sickness applications, grants and travel support.

Attend training and keep up to date, supported as part of a team

fill in paper or online forms for Attendance Allowance, Personal Independence Payments, Limited Capability for Work, discretionary housing payments

complete benefit checks to identify any other help .

apply for charity and other grants or other help such

support people either in person at one of our offices or community locations, by phone or video.



What is in it for you?

Make a real difference to people's lives

learn about a range of issues such as benefits, debt, employment and housing

build on valuable skills such as communication, and problem solving, and increase your employability

work with a range of different people, independently, in a team and within your local community

have a positive impact in your community. We'll reimburse expenses too.



What do you need to have? You don't need specific qualifications or skills but you'll need to:

Be friendly and approachable

be non-judgmental and respect views, values and cultures that are different to your own

have a positive attitude towards fundraising

have excellent verbal and written communication skills

have good IT skills

be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection

be willing to undertake training in your role.



How much time do you need to give?

We can be flexible about the time spent and how often you volunteer so come and talk to us.

Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from racially minoritised people/people of colour, disabled people, people with physical or mental health conditions, LGBTQ+ and non-binary people.

If you are interested in becoming a fundraising volunteer and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



Contact details

**Apply via our website
www.adviceinwestsussex.org.uk/volunteering**

**If you have any questions about the role email
volunteer@westsussexcab.org.uk**

