

the charity for  
your community



# Enfield Citizens Advice Bureau

Are you looking for an intellectually stimulating voluntary role which will make a difference to people's lives? If the answer is YES then please read on.

Enfield Citizens Advice Bureau will be hosting an Open Day for all prospective volunteers interested in either an Adviser or Gateway Assessor role. Both roles will follow the Gateway pathway which means you will be the first point of contact clients have with the bureau. You will be dealing with clients face-to-face or on the telephone by helping them find the best way to resolve their issue.

As a prospective candidate you will be expected to volunteer for at least 2 days a week, be willing to take part in ongoing training and be confident, articulate and communicative. If you feel you have the time, the inclination and the enthusiasm to volunteer with us, then please register your interest by telephoning Marcia Cabey, Volunteer Development Manager or Lia Fletcher on 020 8375 4178/4196 or by e-mailing

[volunteer.development@enfieldcab.org.uk](mailto:volunteer.development@enfieldcab.org.uk) by 06/01/12

- Application forms will only be available at the open day
- If you meet the basic criteria you will be invited to sit a basic literacy, numeracy and IT test
- All candidates that pass the test will be guaranteed an interview
- If you are selected you will be allocated a place for the next available intake

## Venue details

Date: Thursday 12<sup>th</sup> January 2012

Time: 12.30pm – 2.30pm

Where: Unit 3, 5 Vincent House, 2e Nags Head Road, Ponders End, EN3 7FN