

## Green Hub Volunteer

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Company: Greener and Cleaner

Location: Bromley

Category: other-general

## Green Hub Volunteer

**Basis** : Minimum 1 x 3 hour shift but we hope you will want to do more! Shifts will fall within The Hub opening hours, please indicate your availability on the application form.

The Hub is open Monday, Thursday, Friday, and Saturday, 10am-6pm and Sunday, 11am-5pm.

(We are closed on Tuesdays and Wednesdays so aren't specifically looking for support on those days in The Hub).

**Section** : Volunteer support

**Reporting to:**Green Hub Coordinator

**Location:**Based in The Glades, Bromley

**Responsible for:** Creating a supportive, non-judgemental and engaging experience for the visitors and other volunteers in our Green Hub

**DBS Check: Some volunteer duties may require a DBS check**

**Download the full job description**

### About the role

Can you be the friendly face of Greener and Cleaner? As we continue to grow, we're looking for more volunteers to make people feel at ease and explain in simple terms how The Hub can help them make small changes in their lives to help fight climate change.

### What will you be doing?

We've created a supportive, judgement free and engaging experience for visitors in our Hub where they can find out about climate change and what they can do about it. There is so

much information out there that it's really important to have a place people trust which can help them make informed decisions much more easily and less overwhelmingly.

Much of your time at The Hub will be spent chatting and pointing people in the right direction to get more information or support, helping make sure our events and workshops run smoothly, and there will be a chance to get involved in or lead other local projects should you wish.

No past experience or in-depth knowledge of sustainable living or community support is required. Job training and Carbon Literacy training is provided to all volunteers and there will be a host of other information you will have access to, such as the most common questions, concerns and materials that we and other sustainability groups have created. You will be supported by a network of people who share a passion for all things green.

A regular weekly 3-6 hour commitment would make a huge difference to The Hub, practical and cultural changes we are aiming to facilitate across south east London. If The Hub pilot is a success, it has the potential to be rolled out across the rest of the UK – and you will have been part of an amazing achievement!

Much like volunteering in a charity shop, animal sanctuary or church group etc, cover will be arranged for holidays or sickness.

**Your responsibilities would include:**

Greeting the public when they come into the Hub

Answering their questions, seeking out the correct answer and getting back to them when the answer isn't readily available

Signposting visitors to other sources of information

Providing help to visitors who need to access customer services from the Library of Things

Conducting surveys and inputting the answers into an iPad

Taking donations via a card machine

Setting up information displays

Setting up the space for events, may involve moving light furniture

Assisting with workshops

Opening and closing the Hub

Keeping the Hub clean and tidy

### **Who are we looking for?**

Someone who likes to approach and meet new people, with great communication skills.

You'll ideally have broad shoulders and big ears. Someone who can listen well to the questions or concerns from visitors to The Hub. If the visitor is feeling overwhelmed by eco anxiety or the amount of information about climate change, being able to break this down and start with a simple step that works for that visitor.

Being supportive and encouraging. We love visitors to leave feeling empowered.

Able to either disseminate information in an engaging way, or know where to find resources, or take an enquiry and action it.

Be a team player. We're mostly all part-time and/or volunteers all relying on and supporting each other in our climate change aspirations and helping others with their climate journey. We're a very friendly bunch and warmly welcome new people on the team.

You'll need to be over 18 and able to commit 3 hours a week.

### **What difference will you make?**

This is about encouragement and experimentation: about trying and learning. We want to make people feel that whatever they can do helps, including your time that you can give to The Hub and its visitors. We are all learning together and it's far less intimidating that way. The Hub is a judgement free zone for all. So it's completely fine if you're at the start of your own journey too. You'll be enabling others to make changes to fight climate change in a way that's achievable for them and reducing the environmental impact on the planet at the same time!

You'll get to see the progression some of The Hub's visitors make in their climate journeys and inspire others to start.

You'll be part of our pilot project, which if successful, will see versions of The Hub rolled out across the UK, providing a blueprint for others to be shared and upscaled.

### **Apply today**

**If you are able to commit 3 hours a week to this volunteer role please apply online here or contact us at [jobs@greenerandcleaner.co.uk](mailto:jobs@greenerandcleaner.co.uk)**

You can also Download printable application form here

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