



The Whitechapel Centre – Christmas Elves

Organisation Name and purpose	<p>The Whitechapel Centre is a place for homeless people who need some help to pick up their lives and move on.</p> <p>The Centre is open 365 days a year providing services to rough sleepers, people living in temporary accommodation and those at risk of becoming homeless.</p>
Opportunity description(s)	<p style="text-align: center;">"Christmas Elves"</p> <p>Christmas is a very busy time for The Whitechapel Centre, both in terms of people they are helping and for the amount of donations of toiletries, clothing and food coming in to the Centre. During this time we are looking for some extra help to sort and distribute these donations and volunteer drivers to help move donations around their venues.</p> <p>Christmas Elves do not need to go through full volunteer training but are asked to apply to attend a briefing session. A number of dates are confirmed and the venue will be at The Whitechapel Centre or nearby.</p> <p>The volunteers will:</p> <ul style="list-style-type: none"> • Receive donations from members of the public • Record donors details • Sort donations • Manage and maintain stock levels of appropriate items at the open access centre • Distribute donations to Whitechapel clients in the Centre and to other venues • Vehicle owners could help by distributing items to various venues around the city

Preferred location (Town or City)	<p>Liverpool</p> <ul style="list-style-type: none"> - The Whitechapel Centre on Langsdale Street (L3) - Belvidere Family Hostel (L8) - Offices on Fox Street (L3)
Key Skills Required	<ul style="list-style-type: none"> • Must be able to work at least one 3-hour shift, ideally: 10am-1pm or 1pm–4pm (weekdays and weekends) • Fit and healthy – this can be a physically demanding role • First-class communication and customer service skills • Enthusiastic and energetic • Can-do attitude • Able to use own initiative • Happy to engage with service users
Date(s)/Duration	<p>Saturday 9th December 2pm - 4pm</p> <p>Wednesday 13th December 4pm - 6pm</p> <p>3 hours at a time</p>
Contact:	<p>Email Janice.lea@cabinetoffice.gov.uk for more information.</p>