

## ESSEX BASED Receptionist & Calls Volunteer

The Active Wellbeing Society is a community benefit society and cooperative working to build healthy, happy communities living active and connected lives. We deliver a wide range of free activities and services aimed at improving wellbeing at an individual and community level.

Essex Pedal Power was established to give out free bikes to priority wards of Jaywick Sands and Clacton, to increase physical activity, improve mental health and increase job and training opportunities. Our aims are to overcome the barriers to cycling, encourage sustainable travel with those who are usually excluded and improve the health and wellbeing of residents encouraging more people to cycle in and around the city; making Clacton and Jaywick Sands healthier, greener, safer and less congested. We provide cycle training, Bikeability training, led rides, loan bikes, recycled bikes and in partnership with Cycling UK develop community clubs to offer a pathway for continued engagement.

**Volunteering with the Essex Peddle Power Team you will** be helping with calls to potential bike recipients to arrange collection of their bikes at these giveaway events, calls to check on how previous recipients have been using their bikes offering support where their bike is not being used.

We also need support with meet and greet at the Essex Pedal Power office in the reception area, engaging with the local community to assist or signpost them as required.

Full Training (including GDPR & Safeguarding) will be provided.  
A DBS Check is also required for this role.

### **As a Essex Peddle Power Volunteer, you can expect:**

- A fun and welcoming team.
- Full training and induction to volunteering on the project and each task
- To be kept in the loop about plans for the project and good news stories.
- Expenses, including mileage covered in line with our volunteer policy.
- To always have a point of contact should you have any questions.
- The opportunity to build skills and confidence through an individual development plan.

We're looking for someone who is enthusiastic, friendly and willing to work as part of a team to promote Essex Pedal Power and the benefits of cycling.

**A DBS Check will be required for this role**

**If you're confident and enjoy engaging with the local community, you're exactly who we're looking for!**

### **When & Where:**

**Wednesdays - 1 to 4pm**

**Thursdays - 1 to 4pm**

**Fridays 9.30am to 1pm**

**ACL Clacton, St Osyth Rd, Clacton-on-Sea CO15 3BN.**

[Click here to be directed to our application form,](#)  
or visit:  
<http://btrr.im/3si5t>