

3/ Office Volunteers –

Mature volunteers who have administrative or migration experience are able to assist with tasks such as: completing client forms, maintaining database records, assisting with fundraising applications, country research, maintaining the web site, promoting events, producing the e-newsletter. Due to a shortage of office space CASE can only accept a limited number of administrative volunteers during the week. The volunteer would need to commit to a full regular half-day or more each week for a minimum of 6 months and complete the General Training and the office induction.