



the hub – your community action centre

the hub – your community action centre is a local charity based in Dumfries that develops and delivers a range of social inclusion projects. We are an Investing in Volunteers accredited organisation and our volunteers are much valued team members.

Current Volunteering Opportunities!

Getting Connected Project Assistant

- Experienced at completing a range of online application forms?
- Experienced at updating 'e' forms and 'e' journals?
- Experienced at creating and updating CV's?
- Friendly, patient and approachable?
- Experienced at using computers and Windows 10?
- Can you spare a few hours on a regular basis?

If so then we have an interesting volunteering opportunity with our Getting Connected Project that assists people without internet enabled devices complete online forms/applications. For more information contact **Sharon at volunteering@thehubdg.org.uk or phone 07434 366130/01387 269161**

Reception/Office Support Assistant

- Experience of dealing with the public in person and over the phone?
- Friendly, patient and approachable?
- Experienced at using computers and Windows 10?
- Organised with good attention to detail?
- Can you spare a few hours on a regular basis?

If so we have volunteering sessions available on Mon and Weds each week.

For more information contact **Sharon at volunteering@thehubdg.org.uk or phone 07434 366130/01387 269161**

Volunteers receive out of pocket travel expenses, a full induction and have an allocated member of staff to provide ongoing support and coaching.

We have implemented Covid-19 safety measures including PPE, floor and desk standing screens, hand sanitiser units. We operate an appointments system with intercom door entry to manage footfall to ensure social distancing for the safety of our staff, volunteers and the Public.



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24-26 Friars Vennel, Dumfries DG1 2RL

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The Hub Dumfries and Galloway (t/a the hub – your community action centre)

Scottish Charitable Incorporated Organisation

Scottish Charity Number SC043384

