



# Vacancy: HR Volunteer

## Role Description

## About Pain Concern

Pain Concern is a charity providing information and support to people with pain and those who care for them, whether family, friends or healthcare professionals. Visit our [website](#) to find out more about what we do, including our [Airing Pain](#) radio programme, [Pain Matters](#) magazine, information helpline, community pain education sessions and our research and campaigning work.

All pain is unpleasant, but for the 7.8 million people in the UK living with long-term pain it is a part of everyday life. It diminishes quality of life more than any other condition, leading often to loss of work, depression and disability. Anyone at any age can develop persistent pain and you will very probably know somebody affected. Although there is usually no cure, people who receive the appropriate treatment, information and support can manage their condition effectively with life-changing results

## Role purpose

We are looking for an enthusiastic volunteer to help us get ready for changes in Workers' Rights Act legislation and communicate these in an affective way.

This would be a great opportunity for someone who is studying in the field of HR or someone is recently qualified and looking to gain some experience.

This will be a short-term voluntary role initially.

## What you would be doing

- Understand the legislation changes and communicate the impact to the operational team
- Make any updates to policies and induction materials as per legislative changes
- Co-design training for employees and volunteers



- Maintain and update training trackers

## Is this role right for me?

We are looking for an individual who possesses some, **or all** of the experiences, skills and qualities listed below:

- CIPD Qualified or working towards the accreditation
- Ability to handle sensitive information with confidentiality and professionalism.
- Proficiency in Microsoft Office Suite
- Good written and verbal communication skills
- Proactive and self-motivated with the ability to work independently and as part of a team

## Availability and location

- Minimum 2-4 hours per week
- Volunteer from our office at Newcraighall Road, Edinburgh EH15 3HS or from your own location

## Benefits to you

- Opportunity to meet new people
- Experience volunteering as part of a friendly team
- Satisfaction of supporting a valuable service in the community
- You will receive support from a dedicated line manager
- We can reimburse your travel and lunch expenses in line with our Expenses Policy

## How do I apply?

For more information, please contact [hr@painconcern.org.uk](mailto:hr@painconcern.org.uk)