



# Forces Online CIO

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Registered Charity: 1188955 (England & Wales) SC050678 (Scotland)



## VirtualHub Operators

### Working from home Locations UK Nationwide

Forces Online is a small nationwide cross-border charity set up to help our nation's military Veterans their families and dependents in times of hardship and need.

We offer you a fantastic opportunity to help identify local opportunities to engage with your local community and to network with supporters. You'll help coordinate the VirtualHub which is our face-to-face virtual zoom platform open throughout the week daily (Monday-Sunday) and a couple of evenings a week. See <https://www.virtualhub.uk>

### About the Role

Our VirtualHub operators are countrywide and can be based anywhere in the United Kingdom to represent Forces Online on a national basis which means you will be virtually chatting to Veteran's and family members from anywhere in the UK. Initially you will be provided with an ID and email. Full training and expenses will be provided. Ideally you will have connections through the armed forces community, either having served or a family member. Support will be provided by our central administrative team and online portal. Opportunities to develop further in the organisation will be available for the right people.

### What you are doing

- You will agree to be part of a shift Rota working remotely from home.
- The hours are various which means you work a much or little as you like.
- You will act as an administrative front our house and learn how to move people into private meeting spaces in zoom.
- You will handle any enquiries where veteran's and/or their families drop-into the Veterans Virtual Drop-in.

### This roll will suit you if you:

- Are friendly, confident, and trustworthy.
- Enjoy speaking to people from the armed forces community.
- Enjoy banter with other veterans.
- Want to make a difference to supporting veterans and their families.

## What you can expect from us:

- We will make you feel welcome, included, and respected.
- You'll have a role manager who will support you throughout your journey with us.
- Out of pocket expenses agreed before you start in line with our policy.
- We'll keep you up to date with relevant policies, procedures and training that apply to your role.
- You'll have access to learning, development, and engagement opportunities for volunteers.

## When you can volunteer

You can volunteer:

When	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mornings	√	√	√	√	√	√	
Afternoon	√	√	√	√	√	√	
Evenings	√	√	√	√	√	√	

## Requirements

- References needed.
- Age restrictions apply.

## What we need from you:

To ensure the safety and security of working with vulnerable people:

- One reference and proof of identity.
- Essential learning to be complete before starting in your role will take about 1 day.
- You can either volunteer in an office or from home, for which you will need your own computer with internet access. (We do supply equipment once you become part of the regular team and can commitment to a voluntary contract).
- Mobile Phone for keeping in touch and safety.

## To apply or find out more:

We have a brief application form and once it is completed and sent a member of the team will be in touch to discuss and process your application [HERE](#)

You can find out more about the position of volunteer tin collector by emailing [administration@forcesonline.org.uk](mailto:administration@forcesonline.org.uk) and leave you phone number or call 0300 300 2288. Further information is available via our [VirtualHub](#) between 10am and 4pm Monday to Friday.