

Central Services: Reception and Administration Volunteer

Role Description

Summary: Our Reception and Administration Volunteer will provide reception support, answering calls and welcoming carers to the centre; alongside providing administrative support to our Central Services Team. Administrative support may include preparing promotional materials, mail outs and other tasks which would support smooth running of the service.

DBS check required.

Location: Sutton Carers Centre

Commitment: Minimum 4 hours per week

Key tasks:

- To provide administrative support to the Central Services team.
- To answer calls to the centre and forward to the appropriate staff member.
- To welcome carers and visitors to the centre, directing and announcing them appropriately.
- To prepare promotional materials for events and activities at Sutton Carers Centre.

What we're looking for:

- A clear communicator who can adapt how they communicate for a variety of audiences.
- Experience in using MS Office and other IT applications.
- Willingness to undertake mandatory training courses.
- Enjoys working as part of a team.
- All of our volunteers and staff work within the Centre's Confidentiality, Safeguarding and Equal Opportunity and Diversity Policies.
- Previous knowledge or experience in carer issues would be particularly appreciated but not essential.
- Previous experience in an administrative role would be appreciated but not essential.

What we provide:

- Supervision and support from the Office Manager.
- Induction and training.
- Reimbursement of travel expenses.
- References can be provided after 6 months of volunteering.
- A friendly and supportive atmosphere where you can learn new skills, make new friends and challenge yourself.