

Reception Volunteers, Holbeck Together



What the role involves and skills required

- Volunteers will support the running of our services and activities at St Matthews Community Centre on various weekdays from September 2021.
- Volunteers will answer phones, meet visitors and take bookings for various groups and users of the building.
- Volunteers will need good communication skills, be confident answering the phone and speaking to/meeting people.
- Volunteers will be supported and trained to do the role and operate as part of a team of Reception Volunteers on different days/times.
- Some basic IT and admin skills including use of email are required as the role may partly involve using a PC or laptop.
- A DBS check is required for all volunteer roles, which is paid for by the organisation and a criminal record does not automatically exclude you from volunteering.
- Holbeck Together operates a Covid-safe environment for all its volunteers and staff, you will be given full instructions as part of your volunteer induction.

What can I gain from this role?

- Training and Induction is provided as part of your role as well as out-of-pocket expenses.
- You will be joining a friendly team of volunteers who help deliver different roles for services across the organisation.
- This is an excellent opportunity to gain or regain reception/office experience and skills to help with employment.
- You can access a variety of training and support across Holbeck Together via your Volunteer Coordinator.

Who we are...

Holbeck Together have supported the older community of Holbeck for over 25 years and now take a community-wide approach to supporting younger people and families. We are committed to creating opportunities for people of all ages and contributing to a vibrant Holbeck community.

We are at an exciting time in our development as a charity, in response to the growing and emerging needs of our community, we are at a point of change and expansion. We now work with more local people, organisations and businesses than ever before in new and exciting ways.

We need as many hands on deck as possible! Whatever your skills, interests or experience, there are opportunities for you to get involved. We try to build volunteering opportunities around individuals, so please get in touch to find out how you can give and gain. Email Chris on chris@holbecktogether.org or call 0113 245 5553.