

Volunteers Needed



Position: Office/Reception worker

Role Description

Behind the scenes, there are many talented people who help to keep Framework running through essential office-based or administrative roles. We are looking for volunteers who can join us to keep our day to day running smoothly. This role may contain data entry, answering phones, filing and greeting our visitors.

Main Responsibilities

To assist services with basic office work and to support staff with paperwork and inputting. The Role might also involve manning a reception area where you will meet and greet visitors and service users, data entry, filing, answering phones and taking messages.

Commitment

This will depend on how much spare time you have to commit to the role and the service's needs. It is recommended that you have contact with your supervisor weekly and arrange supervisions in line with the amount of hours you volunteer – additional time will be needed for this.

We require a minimum of 4 - 8 hours weekly or fortnightly. A minimum commitment of 6 months is also preferred.

Volunteer Support

You will be fully supported by a Volunteer Supervisor. Time will be committed to your personal development and will include supervision, support, and training plans. Out of pocket expenses will be paid. This includes travel costs, lunch and child/other care.

For more information about this position please contact the volunteering team on:

Tel: 0115 8504107 Email: volunteering@frameworkha.org