Volunteer Administrator/Receptionist

Are you friendly, enthusiastic, and ready to make a difference? We're on the lookout for volunteers to join our Reception Team!

As a reception/admin volunteer, you'll be the welcoming face of Tŷ Hafan, tackling a variety of exciting admin tasks and projects. This is a fantastic opportunity to gain valuable office experience or to share your existing skills, all whilst supporting an important cause.

Considerations:

Location: Tŷ Hafan Children's Hospice, Hayes Road, Sully, CF64 5XX

Hours: Our office opening hours are 8:30am-5pm, Monday-Friday.

Our facilities team will discuss what shifts we have available.

Age requirement: 18+

Background checks: we will ask you to provide us with 2 references and a basic DBS check is required for this role.

This role is perfect for someone who is friendly, approachable, enthusiastic and works well as part of a team.

Confidence speaking on the phone and using the pc/laptop are required for this role.

Activities include:

- Photocopying and printing documents;
- Supporting with reception cover and be the first point of contact for visitors;
- Respond to emails and answering calls;
- Ad-hoc project work/administration tasks.

Every day brings new challenges and opportunities!

At Tŷ Hafan our people values are **working together, demonstrating compassion, providing excellent service** and **taking ownership.**

We expect all colleagues and volunteers to behave with high levels of integrity and to represent our values as a core part of their role.

Training you will receive:

- Mandatory e-learning to include Safeguarding, Data Protection, Keeping Yourself Safe and Looking After Others.
- In-person training to include GDPR and Fire Safety.
- Ad-hoc role specific training as required.
- All volunteers must maintain their mandatory training to continue in their role.

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The benefits of becoming a Volunteer Administrator/Receptionist:

- Experience the camaraderie that comes with being part of the Tŷ Hafan team;
- Meet New People and expand your social circle;
- Experience the satisfaction of contributing to a meaningful cause;
- Enhance your communication, customer service, and problem-solving abilities;
- Gain a professional reference after 3 months, giving your CV a significant boost.
- Challenge yourself, gain new experiences, and receive valuable feedback and recognition for your efforts.
- Enjoy yourself, feel good about helping others, and make every day rewarding!

Ready to apply?

Click here to fill in an application form on your laptop/pc
Click here to complete an application form on your mobile phone/tablet

This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract.