



Volunteer Admin and Reception Assistant

Location: Elgin Close, 1-3 Elgin Close, Shepherds Bush, W12 9NH

Would you like to develop your admin skills within a London-based extra care scheme, providing assistance on reception?

Could you give one day per week to help the Support Officer with a variety of administration tasks and duties?

Are you confident using a computer and willing to learn new applications?

What the role will involve:

- Manning reception
- Meeting and greeting visitors
- Supporting a variety of activities/events and being organised
- Engaging in some good conversation with residents
- Supporting with general administrative tasks

What we are looking for:

- Confident interpersonal and communication skills
- Good IT and computer skills
- Can-do attitude
- Someone who is reliable and committed
- A patient and empathetic approach

What we offer:

- Reimbursed travel costs (we will also pay lunch expenses of up to £5 if you are volunteering for more than four hours)
- A volunteer handbook and ongoing support from a staff member
- References after your commitment with us

To find out more about the role or to apply, please email volunteering@nhhg.org.uk. We look forward to hearing from you! Applications are reviewed on a rolling basis.

Please note you will need to undertake a DBS check.