

# Role Description

**ROLE TITLE:** Volunteer Receptionist and Administrative Assistant

**ROLE LOCATION:** Wellbeing Centre Taunton

**RESPONSIBLE TO:** Office Supervisor

## Objective

To undertake receptionist and administrative duties within the Wellbeing Centre Office Support Team and to undertake other duties as agreed by the Volunteer with the Office Supervisor.

## Main Duties

- To act as receptionist at the Wellbeing Centre.
- To assist the Wellbeing Centre Office Support Team in preparing meeting rooms, the Sensory Room and other facilities at the Wellbeing Centre and clearing up after meetings.
- To help with general administration duties, including taking and confirming bookings, filing, envelope stuffing and dealing with incoming and outgoing post, as required.
- To carry out other administrative tasks, to help the organisation generally, as agreed with the Volunteer.
- To maintain a positive and professional image of the organisation at all times.
- Be aware of and adhere to Compass Disability Services' policies and procedures at all times.
- To remain aware of, and abide by, current legislation, organisation policy and the eight principles relating to Data Protection.
- To commit to the necessary training and development activities in order to fulfil the role and your potential.

## Person Specification

Good communication skills.

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To look clean, tidy and presentable, in keeping with the role.

Ability to work under own initiative.

Good organisational skills and an eye for detail.

An ability to work to deadlines.

A strong commitment to equality of opportunity for all sections of the community and an understanding of disability equality.

### **Terms of Engagement**

Voluntary position

### **Working Hours**

Negotiable

### **Remuneration**

This is a voluntary position. Reasonable expenses as detailed in the Expenses Policy will be claimable

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