Admin and Reception Volunteer

**About Carers Lewisham**

Carers Lewisham supports unpaid carers who are caring for a family member, friend or neighbour who could not manage without their support. Being a carer can be rewarding but it’s also demanding and can have a huge impact on a carer’s own physical health and emotional wellbeing. We look after the carers, providing practical information and emotional support, as well as an opportunity for them to meet other carers and share experiences.

**About the role**

The Admin and Reception Volunteer will be based at our lively Carers Centre in Forest Hill, Lewisham. The role will provide general administration support to the team to help us run a efficient office, effectively supporting unpaid carers.

**Key Tasks**

• Assisting with record keeping, paperwork and updating databases.

• Maintaining levels of office supplies.

• Covering reception and assisting with phone calls, visitors and directing enquiries

• Overseeing the smooth running of office machinery, faxes, photocopiers etc.

• Shredding confidential documents as required.

• Booking meetings both digitally and in person.

• Creating resources such as documents, templates, agendas and minutes etc.

**Is this the right role for me? Are you:**

* Able to use your own initiative as well as work as part of a team
* A general understanding of IT and specifically Microsoft office.
* Comfortable using the internet, sending emails, researching etc.
* Flexible and efficient with strong written and verbal communication skills.
* Able to commit a few hours each month on a regular basis?
* Are you over 18 years of age?

**Benefits of volunteering**

* Meeting new people and be part of a friendly and supportive team.
* Learning new skills and boosting your confidence
* Increased your sense of wellbeing from supporting others
* Attending training courses to boost your skills
* Regular supervision with your line manager to discuss progress and areas of development.
* Can help you progress to paid employment as you gain experience that may prepare you for work and we will provide references.
* Travel and expenses will be reimbursed in accordance with our Volunteer Policy.

**To apply please follow the** [**link**](http://bttr.im/2sjnr) **to register on the Volunteer Hub. You will be able to view all our volunteer opportunities and apply online. Or email the Hub on** **vip@yvhsc.org.uk** **or phone 07944 391223**