

## CARERS IN HERTFORDSHIRE

# Volunteer Receptionist



Carers in Hertfordshire is a charity that supports unpaid family carers of someone with an illness or disability. We have a central office from which we cover the whole of Hertfordshire with reception and administration support for our staff and volunteers.

<b>WHERE / WHEN</b>	This role would be based in our office at The Red House, 119 Fore Street, Hertford, SG14 1AX. Office hours are Monday to Thursday 9.00am to 5.30pm Friday 9.00am to 4.30pm.
<b>ROLE</b>	Carers in Hertfordshire is looking for a volunteer who could help us with answering the telephone, taking messages, processing incoming and outgoing mail, using a database, greeting visitors to the office and other general administration duties as required.
<b>WHAT WE ARE LOOKING FOR IN YOU</b>	Excellent telephone manner Ability to take clear and accurate messages Have basic IT skills and be able to send emails Committed and reliable Friendly and welcoming manner
<b>WHAT YOU CAN GAIN FROM THIS OPPORTUNITY</b>	An opportunity to help carers Meet and work with new people Give back to your community Feeling of self-fulfilment Enhance current skills Boost your CV
<b>GENERAL INFORMATION</b>	Hours are flexible to suit your individual needs Training and supervision are provided with the post All out of pocket expenses can be paid

Please note this opportunity is only available to those over 18 years of age.

This role will require a DBS check (formerly CRB) .

### For more information contact us:

Telephone: 01992 586969.

Email: [volunteer@carersinherts.org.uk](mailto:volunteer@carersinherts.org.uk).

### Or apply online:

<http://www.carersinherts.org.uk/help-us-help-carers/volunteer/volunteer-application-form>