



Seeing the potential in everyone

KFC Volunteer Admin Assistant/Receptionist

Role Description

Title:	Volunteer Admin Assistant/Receptionist
Responsible To:	Kingsmeadow Community Flat
Location:	Kingsmeadow Community Flat, 19 Barrington Close, Kingswood, BS15 4QD
Days:	Wednesday, Thursday, Friday
Times/Duration:	Flexible times to be agreed. Mornings or Afternoons available. We would like at least a 3 months commitment from volunteers.

Main aim:

To assist staff with **Administrative Tasks**

KCF aim to provide volunteers with an opportunity to develop new & existing skills, gain confidence, work ethics, experience and reference.

Volunteers are provided with a very close continuous support/training to enable them carry out their role effectively and achieve their aim of volunteering. They are also provided Job search and employment support if required.

Travel expenses and out of pocket expenses are also provided subject to commitment.

A range of other training courses are also available for volunteers to access.

Experience and Skills

- A knowledge of planning and organisation
- Willingness to learn and take on training
- Good written and verbal communication skills with attention to detail
- Reliability, Commitment and a friendly manner
- Good IT Skills
- Good people skills including patience, care and kindness

Kingsmeadow Community Flat, 19 Barrington Close, Kingswood, Bristol BS15 4QD
Tel. 0117 9048425 Mob. 07446 169870 www.kingsmeadowflat.org.uk
Chief Officer's Hours: Mon-Wed 9.00am – 5.00pm
Charity No: 1148905 A registered company limited by guarantee No: 8126468



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Tasks and Responsibilities

- Receiving and signing in clients
- Handing Out Forms (Help to fill out If required)
- Answering/Making Calls & taking messages
- Dealing with Queries
- Providing Information & Guidance Relating To Project
- Creating/updating clients files
- Assist clients complete forms (Paper/Online)
- Data Entry, Printing/Copying Documents
- Setting up Rooms for Training, Meetings....etc
- Other Administrative tasks as required
- To adhere to KCF's equal opportunities practice and volunteering policy
- To respect client confidentiality, adhere to data protection principles and keep accurate, confidential records.
- To attend an induction and any ongoing training

If interested please contact Catherine on 0775 705 6687 or send an email with CV to kingsmeadow.community.flat@outlook.com