



Resource and Reception Volunteers, Bognor Regis.

Purpose of Role

The purpose of this role is to support our team at our 4Sight Support Centre, Bognor Regis. We need reliable people to answer the telephone, take messages, give out information. We also need the person to greet visitors and serve refreshments.

We will require support with administrative tasks, like photocopying, filing, data entry and post opening.

We have a resource room with equipment designed to be of assistance to people with sight loss and part of this role will be to learn what these items do and demonstrate them accordingly.

Main Activities/ Tasks

- Welcoming visitors and making refreshments.
- Answering the telephone, take messages and giving out information.
- Administrative tasks, like data entry, photocopying etc.
- Learn and demonstrate equipment displayed in our resource room
- Promote the services of 4Sight Vision Support.
- To take card payments over the phone or in the centre.

Qualities/Experience/Skills

To have the passion to make a positive difference to people with sight loss would be advantageous.

Having good communication skills and telephone manor would be advantageous.

Having some administrative experience would be an advantage.

Being able to work as part of a team and with venerable people is essential.

Training

Full in-house training will be given of operational procedures during your induction period.

Hours of volunteering

We currently need a volunteer on Wednesday afternoons 1 – 4pm.

Location

4Sight Vision Support HQ, Bradbury Centre, 36 Victoria Drive, Bognor Regis, West Sussex, PO21 2TE.

Main Point of Contact

Volunteer Coordinator: Karen Mclachlan – 01243 838007

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