



Volunteer Receptionist /Administration

Sight Service is one of the premier support agencies for people with visual impairments in the Gateshead and South Tyneside areas.

We provide information, training and support for people of all ages, their carers, families, employers and providers of public services. Sight Service can offer reading aids and life skills training as well as assessments at home.

Although we have employed specialist staff we also depend upon volunteers to support us.

The Role

Sight Service require volunteers to provide a friendly welcome to our visitors, answer the telephone, take messages and signpost people to the right place. You will be required to:

- Greet visitors coming into reception
- Answer the telephone and transfer calls to the appropriate person
- Take and pass on messages
- Assist visitors to sign in and out
- Assist with postal tasks
- Photocopying
- Book taxis
- Any other administration duties as and when required

Skills needed for this role

- Good communication skills
- Comfortable using the telephone
- Reliable
- Friendly

Why volunteer with us?

- Gain experience of working with a high profile voluntary sector service provider
- Experience to add to CV
- Training that includes induction and an introduction to Visual Impairment Awareness
- Each volunteer receives a Volunteer handbook and support from a dedicated member of staff and the Volunteer Co-ordinator

What support will be given?

- Training that includes induction and an introduction to Visual Impairment Awareness
- Each volunteer receives a Volunteer handbook and support from a dedicated member of staff and the Volunteer Co-ordinator
- Expense paid (inline with company policy)

What do Sight Service require?

Initial Volunteer interview
Completed Volunteer Application Form
References request
Criminal Record Check Information (DBS)

I am interested who do I contact?

Kerry Pattison – Volunteer Coordinator
Sight Service Gateshead, The Bradbury Centre, Bensham Hospital,
Gateshead, Tyne and Wear, NE8 4YL
Telephone: 0191 4785959 (extension 204) or email
kerry.pattison@sightservice.co.uk