

Carers in Hertfordshire – Crossroads Service Administration Volunteer Role Description

WHERE	<p>This role would be within an agreed distance of the volunteer's home address.</p> <p>Crossroads Care Service Office, Warwick House, 2 Oaks Court, Warwick Road, Borehamwood, Herts, WD6 1GS.</p>
WHEN AND HOW OFTEN	<p>Office Hours are 9.30am until 5pm Monday to Friday. Any days and times within office hours.</p>
ABOUT	<p>Crossroads Care Service is looking for a volunteer to help with general administration duties. The role responsibilities/tasks are varied and could include general reception duties, collating and posting information, data input, and updating records. Other tasks include carrying out research online, photocopying, filing and any other duties to support our services.</p>
WHAT WE ARE LOOKING FOR	<p>Good communication and organisational skills. Self-motivated . Honesty, commitment and reliability. Enthusiasm to help unpaid family carers.</p>
WHAT YOU CAN GAIN FROM THIS OPPORTUNITY	<p>An opportunity to help others. An opportunity to meet and work with new people. The chance to enhance current skills. The chance to boost your CV.</p>
GENERAL INFORMATION	<p>Hours are flexible to suit volunteer. Training and supervision are provided with the post.</p>
ADDITIONAL INFORMATION	<p>All out of pocket expenses can be paid.</p>

Please note this opportunity is only available to those over 18 years of age
This role may require a DBS check (formerly CRB).

This is part of our stream of volunteering

Contact us

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Website: www.carersinherts.org.uk/help-us-help-carers/volunteer