



People Services Volunteer

About the role

The People Services Team are looking for a volunteer to help with their administrative tasks.

This is a supportive role where you'll use basic computer skills to complete straightforward tasks, and help the team to keep up-to-date with their admin.

The role can be carried out on a Monday, Thursday or Friday morning or afternoon to suit your schedule.

What will you do in this role?

- Data inputting
- Sending out shop volunteer timesheets
- Scanning and shredding
- Following up on volunteer reference requests to ensure records are completed
- Occasional ad-hoc admin tasks
- Communicating with staff and volunteers

What are the qualities needed for this role?

- Computer literate
- Attentive to detail
- Good communication skills
- Open to learning and developing new skills
- An ability to maintain confidentiality



About St Richard's Hospice

St Richard's offers free, expert care and support for adults with an illness that cannot be cured, their loved ones and carers.

Volunteering at St Richard's Hospice

We offer a comprehensive onboarding process including an induction day and role specific training sessions. People who regularly volunteer at the hospice are subject to a Disclosure and Barring Service (DBS) check.

Our promise to you

- To be part of a team and make a difference to patients and their loved ones
- Support and guidance from our staff
- To gain new skills and work experience while building your confidence
- Invitations to social events and the chance to meet other volunteers and staff
- Opportunity to feedback about your volunteering experience
- A flexible approach to volunteering
- Reimbursement of out of pocket travel related expenses
- Regular communication and updates about the hospice

Your promise to us

- Complete annual mandatory training
- Follow St Richard's policies and procedures
- Act in line with our shared values: caring, compassionate, committed and professional
- Maintain confidentiality
- Complete your agreed volunteer shifts
- Be a positive representative of St Richard's and an ambassador of our work

We are hugely grateful to our volunteers who help us continue to care for patients and loved ones. Thank you for your interest in volunteering with us.



Contact us

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