

Volunteer Receptionist vacancy

We are looking for volunteers to join our friendly, professional team on Reception at our children's centre in Cardiff.

What type of person are we looking for?

This position will suit a friendly person with good communication skills, who is organised and dependable.

No previous experience is necessary, as full training will be provided and continuous support will be available. We also offer data protection and safeguarding training.

This role offers a flexible schedule – however we do ask that the successful candidate be able to commit to at least one morning or afternoon per week (Tuesday to Friday, 8:30 am – 5:00 pm)

What activities will you be involved in?

- Ensuring our visitors and families receive a warm and friendly welcome
- Making hot drinks
- Covering the reception desk and answering phone calls
- Franking post
- Taking messages and relaying them to members of staff

Benefits of Volunteering at Cerebral Palsy Cymru

- Become part of the Cerebral Palsy Cymru family
- Meet lots of new people and make friends
- Gain new skills, knowledge and experience
- Personal satisfaction of giving back to the community
- Most importantly - having fun!



How to apply for this role

Please complete the short online form below and a member of our team will be in touch. You will be asked to provide details of two referees and basic DBS check will be required for this role. We cover the costs and processing of any required background checks.

<https://bit.ly/VolunteerWithCPC>

This role will be based in our children's centre:

Cerebral Palsy Cymru, 1 The Courtyard, 73 Ty Glas Avenue, Llanishen, Cardiff, CF14 5DX

Cerebral Palsy Cymru encourages applications from everyone and thrives on being an open and inclusive centre.

This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract.