

Volunteer

Receptionist/Administrative Support

Hull and East Yorkshire Mind are looking for a volunteer to take on a receptionist/administrator role one day a week between the hours of 9:00AM and 16:30PM. This position involves welcoming visitors, offering a friendly and supportive first point of contact, and handling essential administrative tasks. You'll play a key role in ensuring the smooth running of the reception, helping to create a calm and organised environment for both staff and visitors.

What does the role involve?

- Greeting and signing in attendees and visitors
- Helping visitors feel welcome and comfortable
- Providing assistance as required
- Carrying out basic administrative tasks
- Keeping the reception area tidy
- Answering and making phone calls

What skills do I need?

- Good organisation
- Empathy and understanding of mental health issues, for people of all ages
- A professional, friendly manner
- Basic IT and telephone skills
- Confidence in speaking with people of all ages

What do I gain?

- An understanding of mental health and its effects
- Improved organisational and communication skills
- Experience in reception and administrative work
- The opportunity to meet new people and be part of a team
- Ongoing support from the Volunteer Coordinator and team
- Paid expenses, training, and induction
- A chance to make a positive impact on others' wellbeing

What happens next?



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