



Emmanuel House Support Centre
53-61 Goose Gate
Nottingham
NG1 1FE
admin@emmanuelhouse.org.uk
www.emmanuelhouse.org.uk
0115 950 7140

Volunteer Role: Support & Reception (Basic Services)

Main responsibility: Assist with the smooth running of the drop-in and reception at Emmanuel House.

[Read more about the basic services we offer at our drop-in sessions, which is run by our Access Team.](#)

Tasks:

- Welcome visitors to Emmanuel House
- Ensure visitors sign in and out of the building
- Interact in a pleasant and professional manner with the visitors
- Answer the telephone, take and pass on messages
- Take names to add to lists for in-house services
- Spend time with visitors listening and talking with them
- Help visitors access services
- Help visitors access the internet
- Carry out the role using initiative and in cooperation with other team members

Location: Emmanuel House Support Centre, 53-61 Goose Gate, Nottingham, NG1 1FE.

Time slots:

You can choose from the following time slots:

- Monday 9:30am-12:00pm
- Tuesday 9:30am-12:00pm
- Thursday 9:30am-12:00pm
- Friday 9:30am-12:00pm

Entitlements:

- Travel expenses can be reimbursed
- New volunteers receive a full induction and on-the-job training
- Volunteers are paired up with more experienced volunteers and supported by staff on site

To register your interest or make an enquiry, contact Emmanuel House:

- Tel: 0115 950 7140
- Email: volunteering@emmanuelhouse.org.uk
- Download an application pack: www.emmanuelhouse.org.uk/volunteering

Charity number: 1077424

Company limited by guarantee: 03798780

