



## THE SALISBURY CENTRE

### VOLUNTEER ROLE TITLE: WELCOMER

#### ROLE DESCRIPTION

We are looking for a motivated volunteer to join our reception team. The role will focus on being a friendly face of the centre. Duties will include welcoming new and existing users of the centre. This includes helping to answer enquiries about the centre and its facilities. The role would also include answering the door and phone. The role has the potential to expand into some light administrative duties.

#### SKILLS, EXPERIENCE, ATTRIBUTES & COMMITMENT REQUIRED

##### Essential skills & attributes:

- Friendly and welcoming to people of all backgrounds and characteristics
- Enjoy interacting with people
- Willingness to learn new skills
- Reliability
- Interest in being part of a small community-led organisation
- Willingness to follow the Centre's [Terms & Conditions](#), and to act with respect to the Salisbury Centre's vision, mission and values as well as community members, other centre users and the environment

##### Advantageous skills & attributes:

- Basic computer skills (optional and can be taught)
- Experience with administration and/or booking systems (optional and can be taught)
- Experience of working or volunteering in a small community-led charity/organisation

##### Commitment required

We want to make sure that volunteering with the Salisbury Centre fits in with your other responsibilities and commitments. In conversation we can agree on a commitment that works for you in terms of how often and how regularly you can volunteer. Currently, the office is open 3 weekdays per week. Ideal would be a regular and planned contribution of around 1-2 hours per week

#### INCLUSIVITY & ACCESSIBILITY

We are striving towards a diverse and inclusive community environment therefore we gladly welcome volunteers from all races, gender identities, ethnic minorities, ages, classes, sexual orientations, and we welcome disabled volunteers.

##### Physical access

The office and most of the rooms are located on the ground floor and the Salisbury Centre has newly built access paths and disabled toilets. However, access to the garden currently still involves a few steps and there is an upstairs studio. The role does not require particular physical abilities and we are keen to work together on adapting any role to your needs and skills.

If you have access needs of any kind or ideas on how to make the project more accessible, please let us know of anything we can do to support you to volunteer in the Salisbury Centre.



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#### WHAT WE OFFER VOLUNTEERS

All volunteers will receive both a general Centre induction and a role-specific induction, and we will do our best to provide any training you need for your role. You will be supported by our Office Administrator as well as other members of the staff team. You will have the opportunity gain some administration experience and meet many people in our community.

You will be part of a wider team of volunteers from different backgrounds, with regular (optional) socials and gatherings in the lovely premises of the Salisbury Centre.

#### WHAT'S NEXT?

If you're interested in this role or have any questions, please contact [office@salisburycentre.org](mailto:office@salisburycentre.org)

To find out more about other volunteering roles at the centre, please email [volunteers@salisburycentre.org](mailto:volunteers@salisburycentre.org)