

Volunteer Role Profile

Volunteer Role	Admin Support Volunteer
Volunteer Manager	Volunteering
Where you will be based	Community

Why we want you

Come and be part of our amazing team as an Admin Support Volunteer. Volunteers are at the heart of everything we do, they help enhance our patient and visitor experience. We are looking for dedicated and enthusiastic people to volunteer with us, and give their time at Torbay Hospital, or our surrounding community hospitals. In this role you will be providing much needed support, and a helping hand to our busy staff, which will allow them to focus on tasks more closely related to patient experience.

What you will be doing

- Filing / archiving notes / applications / referrals
- Photocopying / scanning
- Preparing information packs
- Addressing and filling envelopes (as applicable)

The skills you need

- Organisational skills
- Customer care experience, listening & communication skills
- Basic IT skills
- Understanding the need for confidentiality
- Ability to learn personal professional boundaries

What's in it for you

- Meet new people
- Be part of an amazing team
- Gain new skills or use existing ones
- Help your community

Disclaimer

Following your successful application, you will be invited to an interview and you may be asked some questions in relation to our current Infection, Prevention & Control guidance - this may impact on which roles we can place you in. Most roles are subject to a DBS check and two satisfactory references being provided.