

ADMIN & RECEPTION VOLUNTEER – DESCRIPTION OF TASKS

This placement creates an ideal opportunity for gaining office experience in a busy community Law Centre whilst also developing existing skills.

The role of the Admin & Reception volunteer is to primarily assist the solicitors as the first point of contact to clients and visitors to the Law Centre and to provide a welcoming and efficient service to clients. The Admin & Reception volunteer would also generally assist the Practice Manager and Administrator with administrative tasks.

A professional approach to this work is essential as is the ability to deal with telephone calls and clients in a calm and sensitive manner. Working hours and days can be arranged by mutual agreement, though normal attendance is 9.30am to 4.30pm. Volunteers would be expected to be supportive of the Law Centre's work and of our client's needs.

We operate an Equal Opportunities policy to which both paid workers and volunteers are expected to be committed. We have a no smoking policy.

Due to the nature of our work, volunteers will be expected to sign an undertaking of client confidentiality - no information relating to any files or clients may be disclosed to third parties without the express consent of both the client and the Law Centre.

Reception

This will include:

- Answering the door buzzer and letting clients in when necessary. Taking clients details, informing caseworkers when clients arrive;
- Using the computerised office diary;
- Assisting with keeping reception areas tidy, ensuring posters and display information is current.

Telephone

Assisting with answering phones:

- Taking detailed messages from clients or potential clients
- Taking messages when staff unavailable
- Giving general information about Law Centre services
- Referring clients to other agencies, where appropriate.

Administration

General administrative tasks to include:

- Assisting with incoming and outgoing mail
- Photocopying and filing
- Updating loose-leaf legal manuals
- Using MS Office word processing
- Typing general information and external letters, under supervision
- Assisting with other routine admin tasks as necessary

ADMIN & RECEPTION VOLUNTEER – PERSON SPECIFICATION

The person specification details the minimum knowledge or experience required to successful placement as an Admin & Reception volunteer.

Please use this specification when completing your application form, ensuring that you address all of the essential criteria. Our decision on whether you are suitable for a placement is dependent on whether you meet all of the essential criteria.

If you feel you would be able to match the essential criteria but you not have direct working or educational experience, please mention this on your form.

	Skills/Experience	Essential	Desirable
1	Previous office and administrative experience		*
2	High standard of customer service skills and a professional approach towards providing a reception and telephone service	*	
3	Computer literacy, preferably using MS Office applications, particularly Word and Outlook (we currently use Office XP). Ability to learn and improve existing computer skills where necessary.		*
4	Confident manner and good communication skills. Ability to communicate with clients, other professionals and organisations competently.	*	
5	Clear legible handwriting. Ability to understand and speak English clearly and/or to communicate in other languages.	*	
6	Ability to deal with clients in a professional manner and manage stressful situations appropriately.	*	
7	Commitment to the aims of the Law Centre and to the Law Centre's client group - many of whom are on low incomes and from a variety of ethnic backgrounds.	*	
8	Understanding of the importance of maintaining client confidentiality and willingness to sign a confidentiality agreement.	*	
9	Practical approach towards ensuring our Equal Opportunities Policy is continually applied in all areas of work.	*	

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