

# Volunteer Role



<b>Role Title</b>	Administrator
<b>Purpose</b>	To provide Administrative support to Kent MS Therapy Centre staff
<b>What you will be doing</b>	<ul style="list-style-type: none"> <li>• Mail outs</li> <li>• Photocopying</li> <li>• Updating the database</li> <li>• Filing</li> <li>• Shredding</li> <li>• Opening &amp; Distributing post</li> <li>• Compiling Centre information packs</li> <li>• Giving tours of the Centre</li> <li>• Ordering stationary</li> <li>• Assisting Reception staff as required</li> <li>• Collating documents</li> <li>• Counting collection tin income</li> <li>• Other general administrative duties</li> </ul>
<b>Skills, experience and qualities needed</b>	<ul style="list-style-type: none"> <li>• Very good verbal and listening skills</li> <li>• Has the willingness and patience to learn new skills</li> <li>• Has a friendly personality, positive attitude and good telephone manner</li> <li>• Basic knowledge of using a computer</li> <li>• Has the ability to work under pressure in a busy environment</li> <li>• Understands and respects confidentiality</li> </ul>
<b>When and where</b>	We are looking for someone who's willing to help out for at least one morning or afternoon per week at the Kent MS Therapy Centre, Merton Lane North, Canterbury CT4 7DZ
<b>Support offered</b>	<ul style="list-style-type: none"> <li>• Initial training</li> <li>• Dedicated line manager</li> <li>• Reimbursement of travel expenses</li> <li>• Insurance cover</li> </ul>
<b>What you could get out of it</b>	<ul style="list-style-type: none"> <li>• The opportunity to make a positive difference to people's lives</li> <li>• Job satisfaction</li> <li>• A positive and friendly environment</li> <li>• Training</li> <li>• Learning new skills and using existing ones</li> <li>• Meeting new people</li> <li>• References from management on your skills and experience</li> </ul>
<b>Other information</b>	<ul style="list-style-type: none"> <li>• An informal interview will be held to find a suitable candidate</li> <li>• This role requires a good agreed level of IT skills</li> <li>• The role requires a good level of English language both written and verbal.</li> </ul>
<b>What to do if you're interested</b>	Complete the Volunteer application form and return it in the self-addressed envelope to: Jason Steelman, Centre Manager Kent MS Therapy Centre, Merton Lane North, Canterbury CT4 7DZ Or by emailing it to: <a href="mailto:manager@kentmstc.org">manager@kentmstc.org</a>