



WARWICKSHIRE
NORTHAMPTONSHIRE
AIR AMBULANCE

Volunteer Receptionist

- Role Profile

Why we need you:

To ensure that all visitors to Warwickshire & Northamptonshire Air Ambulance HQ are greeted in a timely and efficient manner and to assist with the day-to-day running of the reception area.

What will I be doing?

- Meet & greet with all visitors to HQ.
- Ensuring visitors booked is signed.
- Directing visitors to the appropriate member of staff.
- Liaising with staff members regarding expected visitors to HQ.
- Accepting, signing and distributing any parcels delivered to HQ.
- Keeping reception area neat & tidy at all times.
- Basic administration duties.

What skills and attributes do I need?

- Excellent interpersonal skills and a friendly demeanor.
- Ability to communicate effectively and have a confident manner.
- Honesty and reliability.
- The ability to work as part of a team.

How much time do I need to commit?

- You will need to cover the hours between 9am - 5pm, Monday - Friday.
- Job share applications for this volunteer role will be considered.

What support will I be given?

- We will give you a full induction on all aspects of this role.
- Professional training will be provided.
- We will provide you with continuous support, advice and guidance.
- Day-to-day guidance from the Administration Manager or Executive PA, as appropriate.

What benefits can I expect?

- The opportunity to develop new skills and update your CV.
- The opportunity of meeting new people and working as part of a dedicated team.
- Invaluable experience with one of the leading charities in the county.
- The satisfaction of knowing that you are making a vital difference to our life saving work.

Where will I be based?

You will be based at our new HQ in Princethorpe, Nunswood Park, and will be expected to live within the vicinity.

How do I apply?

For further information on this role, please contact Catherine Foster on 07824 566656 or e-mail catherine.foster@dlraa.co.uk