

Volunteer Role Profile

Volunteer Role	Admin / Clerical Volunteer
Volunteer Manager	St Richard's Hospital Voluntary Services Department
Where you will be based	Hospital

Why we want you

Many of our busy clinics and departments require volunteer support to assist with routine administrative tasks which will enable them to provide a more efficient service to patients.

What you will be doing

- You will provide administrative and clerical support within the hospital. This will enhance the quality of the service provided and assist staff with the smooth running of the department.

The skills you need

- Good listening and communication skills.
- Qualities of patience, tolerance and compassion.
- Have an understanding of the importance of confidentiality.
- Be kind, friendly and approachable.
- Have the ability to easily adapt to different and rapidly changing situations.
- Have a desire to improve the wellbeing of the patient.
- Able to work independently and as an effective member of a team.

What's in it for you

- Make a difference within the hospital and enhance patient care.
- Give back to the community and meet new people.
- Help to decide whether to pursue a career in healthcare.
- Join the life of your local hospital and feel part of a committed and supportive team.
- Improve your employment prospects and enhance your CV.
- Gain experience and learn new skills.
- Volunteering can be added to a university application.

Disclaimer

Each of our volunteers are required to have the following: • DBS check • Occupational Health Clearance • Risk Assessment if required Each of these will be organised by the Voluntary Services Department.