



Part Time Volunteer Receptionist Required

Are you looking for an opportunity to be a Volunteer? Do you have time to give to your local Hospice?

Great Oaks Hospice is based in a beautiful spot in Coleford. We provide a range of support and care services for people living within the Forest of Dean area.

An exciting opportunity has arisen for a part-time Volunteer Receptionist to join our friendly team at Great Oaks. We are looking to recruit a committed individual: who has good communication skills, can greet our visitors, answer the phone and is able to do general admin work. If you have experience of reception work and knowledge of Microsoft Office (Word, Excel, etc) and Microsoft Outlook we would love to hear from you.

Prior to commencing volunteering with us, a DBS check will be requested, paid for by the Hospice.

If you think you can be a volunteer, please contact Sophie on 01594 811 910 alternatively you can complete the Volunteer Application Form under the "**Downloads**" tab on our website www.great-oaks.org.uk and email to: sophie.powell@great-oaks.org.uk