



EAST SUSSEX HEARING

HERE TO HELP YOU HEAR

Volunteer Job Description

Job Title:	Reception/Admin Volunteer
Location:	Eastbourne – ESH Centre
Hours:	Depending on your availability, this is an ongoing role. One or more mornings/afternoons per week Tuesday to Friday. Commitment of 3.5-14 hours per week.
Reports to:	Operations Manager

About East Sussex Hearing

Join us in making a meaningful impact! East Sussex Hearing (ESH), an independent countywide charity based in Eastbourne, has dedicated over two decades to serving the deaf and hard of hearing community across East Sussex. Our mission is to empower individuals with advice and practical support, enabling them to lead vibrant, active lives and be integral members of their community.

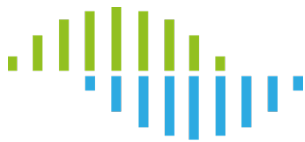
About the role

As a Reception/Admin Volunteer you will have the opportunity to work with our staff and volunteers in our bright and cheerful Eastbourne Centre, all whilst contributing to the charity's vital services.

You'll be involved in providing a friendly reception service, along with sharing general office tasks in a safe and friendly office environment.

What you will be doing

- Meet and greet members of the public and other visitors
- Guide visitors from the main building entrance to the ESH Centre
- Prepare and serve refreshments (e.g. tea/coffee)
- Answer the phone and take messages
- Use email and text messaging
- Input data on database system
- Record and take payment for ESH merchandise



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- Help keep the ESH Centre clean and tidy
- Provide general hearing loss information and advice, including signposting to other services

If you are seeking a hands-on role that lets you support East Sussex Hearing whilst having fun - joining us as a Reception/Admin Volunteer is the perfect opportunity! Let's make a difference together, as we're 'Here to Help You Hear.'

What will you gain from volunteering with us

- A chance to meet new people, make new friends and dedicate yourself to a rewarding role
- The time to develop new skills, take on new challenges and enjoy new experiences
- The opportunity to make an invaluable contribution to East Sussex Hearing and support the deaf and hard of hearing community
- Travel expenses can be claimed
- **FREE** admission to our BSL Sign Language classes
- **FREE** admission to our Lipreading classes
- Access to exclusive discounts, cashback & vouchers for charity workers & volunteers.

Training & Support

East Sussex Hearing will provide all relevant training at their Eastbourne centre.

What we are looking for

- You're friendly, enjoy engaging with people, and being part of a team
- You're organised and have accurate data entry skills
- You enjoy learning new computer skills
- You're flexible and willing to take on a variety of tasks.
- You are over the age of 16

To apply for this role, you need to be over the age of 16. Please complete our volunteer application form and return it to volunteer@eshrc.org