



Arc Volunteer Role Description

Role Title	Volunteer Office Assistant
<p>This is an opportunity to help with the day-to-day operations of a busy arts centre. The Arc Centre, based in Reddish, is the home of a gallery, wellbeing courses, courses for the public and we also sell tea and coffee! We need someone to join our team to help with office tasks. This is a great opportunity to gain work experience, gain confidence and skills and to meet new people.</p> <p>We welcome applications from people of all backgrounds and communities.</p>	
Where:	Arc Centre, Reddish
When:	Tuesdays, Thursdays and Fridays 10:00 – 3:00 We would be happy to be flexible with these days and you would not need to commit to all three. We would also be happy to fit hours around commitments such as the school run.
Duration:	Ongoing
What will you be doing:	<p>This role is to support our Centre Manager and Centre Administrator in the day-to-day running of the centre. It will mainly be office based, although there will be opportunities to get involved with exhibitions and events if you would like to.</p> <p>Main duties:</p> <ul style="list-style-type: none">• Manning the Arc Centre reception – meeting and greeting visitors, answering the phone and dealing with deliveries.• Checking the Arc general email address and dealing with enquiries.• Photocopying and printing.• Using the till and handling sales in the gallery• Making tea and coffee for customers.• Some housekeeping (e.g. hoovering the office)
What will you gain:	<ul style="list-style-type: none">• Induction, training and ongoing support from Arc staff.• Work experience in customer service, an office environment and an arts environment.

	<ul style="list-style-type: none"> • A fun and interesting role as part of Arc's team. • The chance to be involved with an exciting arts organisation which supports vulnerable people.
What will you offer:	<ul style="list-style-type: none"> • Confidence when speaking to people either in person or on the phone. • Computer literacy – we use Macs at Arc so you must be willing to use one. We are happy to train you if you've not used a Mac before. • Willingness to learn about Arc's programmes so you can direct enquiries effectively. • Willingness to follow guidelines regarding health and safety; equal opportunities; boundaries and confidentiality.
Notes:	<p>A DBS check is not required for this role. Two references are required for this role Proof of Identity is required for this role.</p>
Supervised by	Amy Whitehead (and) Stacey Hill
Role prepared by	Amy Whitehead
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