

## Administration Volunteer

### DESCRIPTION

Being a volunteer for Leuchie is an incredible way to support our guests and staff team. This is an engaging and varied role helping various departments as required with their administration.

Your volunteering will help improve the lives of people and their families living with long-term neurological conditions as well as being part of a fun, enthusiastic and supportive team.

Full training and support is provided. Duties and responsibilities may include:

- Answering telephone and dealing with general enquires, redirecting where necessary
- Putting together application packs for posting
- Updating various databases when required
- Sending out correspondence where and when required
- Filing, photocopying, shredding
- Ensuring data protection legislation is met at all times

### ORGANISATION AIMS AND OBJECTIVES

We aim to be the UK's best provider of high-quality respite for individuals with high dependency physical conditions. We will continually support guests and their carers to enhance the quality of their life while at Leuchie and beyond.

At Leuchie House our philosophy is that everyone deserves a decent break, whatever their individual care requirements. With a country-house feel, rather than a clinical atmosphere, our emphasis is on sociable, enjoyable activities, entertainment, enabling technology and therapies as well as health care.

### REQUIREMENTS

- A friendly, enthusiastic attitude with good time-keeping skills
- Good communication skills both written and verbal
- Computer literate with good MS Office skills
- Own transport as we are not accessible by local transport facilities
- Minimum age 16