



Visitor Centre Services volunteer

Team

Visitor Centre Services – Reception and shop in Shrewsbury

Role description

A great opportunity to work in our Visitor Centre team front-of-house interacting with the public

- Assisting at our reception desk at Shropshire Wildlife Trust Headquarters and Visitor Centre, Abbey Foregate, Shrewsbury
- Welcoming people, signposting them to meeting rooms, answering the telephone
- Assisting the public with enquiries
- Conference centre support / hospitality
- Membership recruitment
- Housekeeping
- Activity corner support
- You'll be part of a team supporting a Shropshire-based environmental charity

Existing skills and experience

Working with people in a busy environment
Reception / retail / customer service
Friendly, outgoing personality

Essential or desirable

Desirable
Desirable
Essential

Skills development offered

- Telephone skills
- Cash handling
- Wildlife knowledge
- Retail
- Public engagement

Support available

- Training and full induction

Minimum time commitment needed

Half a day a week minimum (Friday & Saturday primarily but other shifts available)

Other information

- You will be expected to comply with Safeguarding policy and procedures and our Volunteer Code of Conduct
- The position requires 2 satisfactory references from a previous recent employer or similar
- You'll be signed up as a volunteer and receive our quarterly newsletter plus invitations to social events and training

Contact

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