



Volunteer Person Specification

Role Title: Meet and Greet Helpers

Department: General

Date: 2016

Main Duties and Responsibilities:

1. A friendly and welcoming face of the church and project
2. Talking to visitors about the project and history of the church and gardens
3. Giving mini tours and helping them engage with events
4. Helping set out tables, chairs and rooms for guests

Days/hours for role: DAYS, evenings and weekends

Location: Quay Place, Ipswich

DBS Check Applicable: No

Attributes	Essential Criteria
Skills & Abilities	<ul style="list-style-type: none">• Happy to talk to visitors• Confident to talk about project after training• Knows when to seek help or refer• Confident to open up building and assist with closing down after training
Knowledge & Experience	<ul style="list-style-type: none">• Some customer service experience useful but not essential
Attitudes & Values	<ul style="list-style-type: none">• Friendly• Approachable and easy going• Non-judgmental• Aware of boundaries• Happy to take on training• Excellent timekeeping and reliable

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