

## Volunteer Person Specification

Role Title: Quay Place Steward  
Department: Quay Place  
Date: January 2018  
Role Summary: To welcome visitors to Quay Place, answer questions and direct them as required. This role has the opportunity to expand to assist with answering telephone calls, taking room booking enquires and helping with events.

Days/hours for role: We are looking for people who can commit to a regular 4 hour shift on an afternoon (1pm-5pm) or evening (5pm-9pm) Monday – Friday.

Location: Quay Place, Ipswich

DBS Check Applicable: No (but may become necessary if role develops)

### What we're looking for...

A friendly face to welcome our visitors and help with enquires and other daily administrative tasks. Someone who is willing to help with whatever needs doing, from preparing promotional literature to setting up rooms for meetings; an individual who wants to be a valued member of the team and help care for the building and the people who use it; a proactive individual who doesn't mind 'mucking in' and getting things done.

### What you will get out of it...

An opportunity to volunteer in a unique environment which has offered peace and sanctuary to the local community for hundreds of years with its blend of mental wellbeing and heritage. The chance to engage with people of all ages and backgrounds. To develop your administrative skills and improve confidence. Opportunities to engage with other elements of our offer, including Heritage and Wellbeing events, local history research, community engagement and family and schools work. We also offer our volunteers a variety of training opportunities.

Enquiries to [corrina.hanley@suffolkmind.org.uk](mailto:corrina.hanley@suffolkmind.org.uk) 0300 111 6000