



Volunteer Person Specification

Role Title: Wellbeing Practitioner Coordinator

Department: General

Date: May 2016

Main Duties and Responsibilities:

1. To set up rooms so they are ready for the wellbeing practitioners to use
2. Welcome practitioners and clients
3. Deal with any enquiries about project and services

Days/hours for role: TBA some evenings and weekends possible

Location: Quay Place, Ipswich.

DBS Check Applicable: No

Attributes	Essential Criteria
Skills & Abilities	<ul style="list-style-type: none">• Organising skills essential• Flexible• Happy to arrange rooms as required – moving chairs or other equipment• Efficient at recording information or signposting as required• Seeks help when needed
Knowledge & Experience	<ul style="list-style-type: none">• Some customer relations or service background will be useful but training will be given
Attitudes & Values	<ul style="list-style-type: none">• Team player• 'hands on' approach• Friendly and approachable• Welcoming persona• Understands boundaries with clients• Must be reliable and committed to role

Enquiries to info@quayplace.co.uk 0300 111 6000