



Volunteer Receptionist and Data Administrator

WDP Brent

97 Cobbold Road, Willesden, London, NW10 9SU

About the service

WDP Brent provides support for people who come through the criminal justice system and are experiencing problems with drugs and/or alcohol.

About the role

As a Volunteer Receptionist and Data Administrator you will provide a welcome presence for people coming into the service. Your role will include:

- Covering reception duties, answering the telephones and welcoming service users to the service
- Supporting the collection, collation and inputting of all WDP service data as it relates to NDTMS
- Managing a local database and work with a national database that records a comprehensive information data set that informs the National Treatment Agencies understanding of the services performance and treatment outcomes.
- Undertaking day-to-day administrative tasks such as filing, archiving, photo copying and updating service user records

In addition to the above you will be expected to participate in team meetings where relevant and to carry out other tasks as deemed necessary to support the needs of the service.

What skills do I need?

The role would be ideal for someone looking to develop their experience in a reception and administration role. A positive attitude and the desire to learn are essential, as is a non-judgemental and supportive approach to people who are facing problems with drugs and alcohol. A good working knowledge of standard IT programmes (MS Office, Outlook) and a close eye for detail are also required.

What WDP can offer you

When you begin volunteering you will be allocated a volunteer supervisor who will act as your main point of contact in your service. They will provide you with ongoing support and supervision and will work closely with you throughout your time at WDP. There is also a central volunteer services team that will support you while you are on placement. In addition, you can expect:

- A full induction to your role and continuous local training
- Access to central staff training opportunities
- Regular supervision
- Reimbursement of reasonable travel expenses and lunch expenses

When

We are looking for someone to support the team for **2 days per week** – days are flexible. We ask that volunteers try to commit for a 6 month period where possible.

How to apply

If you would like to apply for this role please read the guidance notes on applying for volunteer roles and complete and return an application form.

Email: volunteers@wdp.org.uk

Tel: 0207 421 3121

Post: Volunteer Services, Kingsway House, 103 Kingsway, WC2B 6QX