



Organisation name	Christ Church Stamford Community Transport Scheme
Opportunity	Volunteer Office Worker
Address	Christ Church, Green Lane, Stamford PE9 1HE
Contact name	Sandy Jackson
Main telephone	01780 482380
Email	sandy.jackson@christchurchstamford.com

Volunteer Commitment :

The office is open from 9 to 1 on weekdays and you can commit to any mutually agreed sessions.

Description

You will be working within a small friendly team, answering telephone calls, taking journey bookings from members and organising drivers. You will manage and co-ordinate journeys whilst building and maintaining relationships with both members and volunteer drivers. A good telephone manner and a caring attitude is essential

Skills & Qualifications Required

- Basic I.T Skills
- Good Telephone manner
- Organisational Skills
- Reliability

Health & Safety Policy

Work within the guidelines of Christ Church Stamford Transport Scheme Health and Policy procedures.

Training

Training will be provided at our office in Christ Church Stamford

Date: 27/06/2013