



Volunteer Role Description

About Abbey Community Centre

We're an award-winning small community charity established since 1976 helping local people of all ages to come together to enjoy their lives and where they live more by doing so.

We provide a safe and welcoming venue alongside numerous social groups, activities, services, and special events in which the community can develop meaningful social connections and friendships. Local residents access our centre to enjoy socialising; services for their children; to pursue and expand their interests and hobbies; increase their confidence, skills and opportunities; improve their health, fitness and wellbeing; get information or advice; or volunteer to help make their community an even better place to live.

Local people greatly value the centre and it's a fun place to volunteer, especially if you thrive on variety and being kept busy!

Role title	Volunteer Centre Assistant
Purpose	Supporting the Centre Volunteer Co-ordinators and Service Leads by being the first point of contact for the public, providing a warm welcome and direction to activities.
What you will gain as a volunteer	<ul style="list-style-type: none"> You'll be part of a wonderful team, valued for who you are Meeting new people from the local community Making friends and learning new skills at the same time Feeling the reward of helping someone in need Contributing to the greater good of your community
Reporting to	Centre Activities Co-ordinator
What your volunteering entails	<p>You'll be helping with a variety of volunteer-related tasks across all teams, the main focus will be:</p> <ul style="list-style-type: none"> Meeting and greeting visitors and members as they enter the building Helping with enquiries in person and/or via email/telephone Supporting staff and volunteers with Food Club, Activities, Reception and any other light duties Keeping up to date with activities and directing members to them Maintaining covid-safe procedures at all times both inside and outside the building
Your personal attributes	<p>You are the type of person who is:</p> <ul style="list-style-type: none"> Sociable, approachable, warm and friendly Able to think on your feet Reliable and dependable Non-judgmental, patient with a good sense of humour! A good communicator who knows their boundaries
Time commitment	A half to full day per week



Abbey Community Centre

socialise - energise - get wise



Training & Requirements you'll need to fulfil	All volunteers are required to undergo: <ul style="list-style-type: none">• Induction with their manager• DBS Check (dependant on the role)• Reference checks• Any other training relevant to the role• Attend meetings and supervisions as required
Expenses we'll pay	Reasonable expenses directly related to fulfilling the role will be reimbursed in line with our Volunteer Policy
Location	Abbey Community Centre, 222c Belsize Road, London, NW6 4DJ
Other	References will be provided for volunteers who have supported us continuously for 3 months or more.

Feeling inspired to join our team?

Return your completed Volunteer Application form to:

vol-ops@abbeycc-kilburn.org.uk