

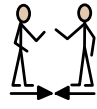
Post



Title:



Empowerment



Meet



and



Greet



Responsible

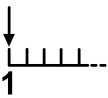
to:



Senior



Advocate

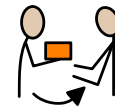


Main

Purpose:



To



provide

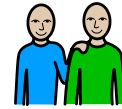
a



warm



and



friendly



welcome

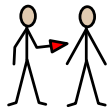


Requirements

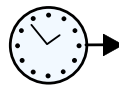
of the



role:



You



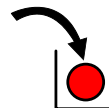
will



welcome

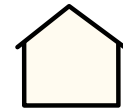


people



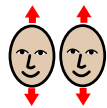
into

the

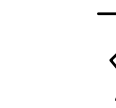


building

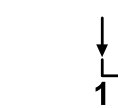
•



Willing



to attend



an initial



training



course.

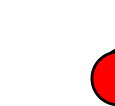
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Be



open



to further

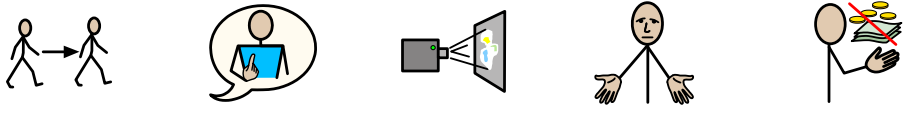


training




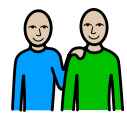

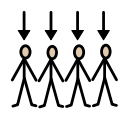


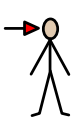

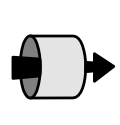
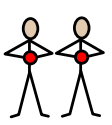
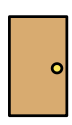
needs.


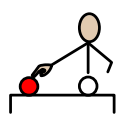
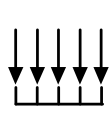

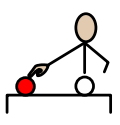

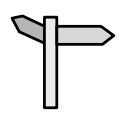
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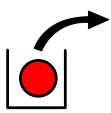
The following advocacy projects requiring Volunteers are:

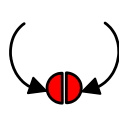

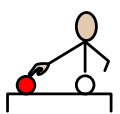


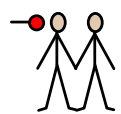

-  Giving  a warm  and  friendly  welcome  to everyone


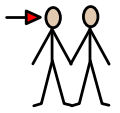


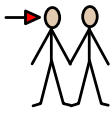
 who  walks  through  our  doors.



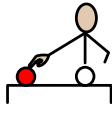


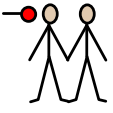

-  Ensuring  that  all  people  that  come in  sign


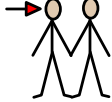


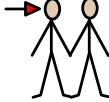
 in  and  are  given  a visitor's badge






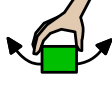
-  Ensure  staff  are  signed  in  and out.

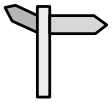


-  Make  sure  that  staff  have  their  badges







 with  them  and  are  wearing them.





- 






- Make sure that staff have their badges



- 




- with them and are wearing them.

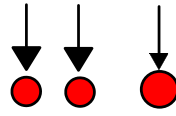
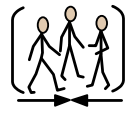
- 





- Ensuring any staff, facilitators or contractors use

- 


- the sign in sheet.

- 





- Keeping the reception areas clean and tidy.

- 



- Responding promptly and professionally to any

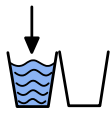
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- service user requests



• Helping with special events both at the hubs and



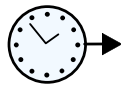
in the community.



Full



training

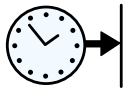


will

be



given



As a

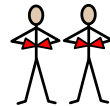
Time to



Change



Organisation,



we



encourage



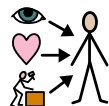
people



with



lived

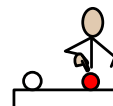


experience



to apply

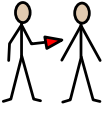
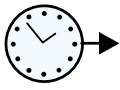
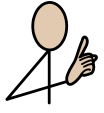
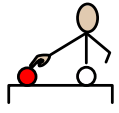
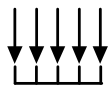


for


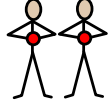





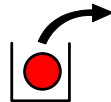
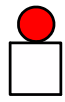


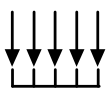

this

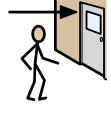

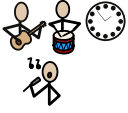








role.


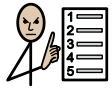


•         
You will ensure that all people who

          
use our services are signed in and out on

   
every visit.

•     
Attend supervision sessions

•        
Respect confidentiality and work within the

     
organisation's policies and procedures