**Would you like a volunteering in a Reception role that provides a welcoming environment to young people in Trafford?**

Talkshop Trafford provides many services to young people aged 11-19 (25 with additional needs or care leavers) including an Advice and Information Drop-In, in a safe, friendly and non-judgemental youth worker-led environment. Providing support on a wide range of issues including sexual health, homelessness, exploring sexuality, drug and alcohol emotional well-being, career aspirations and much more. Talkshop also offer support around Child Sexual Exploitation, pregnancy and parenthood and those young people missing from home or care.

We are now looking for a Receptionist to provide a warm and welcoming environment to young people and visitors accessing Talkshop.

The Reception Desk is open Monday to Thursday is 10am-6pm and Friday is 10am-5pm, we have flexible hours to fit around your availability, we are ideally looking for a regular long term commitment, minimum 6 months.

**What’s the role?**

The Receptionist Volunteer will:

* Answering phone calls and taking messages.
* Greeting visitors in a friendly, professional manner.
* Liaising with visitors and young people.
* Ensuring all visitors sign in.
* Booking rooms for meetings.
* Admin support to the team, as required.

**Why become a volunteer?**

* You would like to be part or a team supporting young people in Trafford.
* You have a non-judgemental attitude
* You have excellent communication skills.  
    
  **Why volunteer with us?**
* Support within your role
* One to one supervision every 6-8 weeks
* You will be kept up to date on your training, including Safeguarding
* Up to date DBS checks while you are volunteering with us
* You will be offered support on any personal issues raised as a result of the volunteering
* Help and support if you want to transition into or return to employed work.

**Due to the nature of the role and the young people you will be supporting we ask that all volunteers are aged 20 years or over. All volunteers will be subject to an Enhanced DBS Check.**  
  
TLC: Talk, Listen, Change is Manchester’s own relationships charity and our mission is to help build healthy and happy relationships in all areas of peoples lives.  
  
**To request an application form, please email Emma Murphy on**[**emmamurphy@talklistenchange.org.uk**](mailto:emmamurphy@talklistenchange.org.uk)**Or, for further discussion about the role, please contact Emma the Early Help Volunteer Coordinator on 07803 415636.** 