

The Harmonia Village
Volunteer Role Description

Organisation Name: East Kent Hospitals University NHS Foundation Trust

Role Title: Meet and greet

Location of position: Entrances and key areas of The Harmonia Village

Responsible to: Carrie Mandeville and Mandy Carliell

Purpose/ summary of role:

To help our residents and visitors navigate around the village and escort them to key areas if necessary

Time Commitment:

Varied

Skills required:

Reliable
Cheerful personality
Customer service skills

Training and Support:

Full training on all aspects of the role.
Regular updates on organisational activities.
Support, advice and guidance.

Reimbursement of expenses:

Out of pocket expenses will be reimbursed:

- mileage costs @ 45p per mile
- public transport

Contact Information: Mandy.carliell@nhs.net