



Volunteer Administrator

A friendly phone call can make all the difference.

As a Volunteer Administrator, you'll help us stay connected by calling people to confirm details, check attendance at meetings and activities, and contact fellow volunteers about supporting events. You'll update records using Microsoft Office and help keep information accurate and up to date.

This role suits someone organised, reliable and confident on the phone, with a warm, respectful manner. In return, you'll meet new people, be part of a small, friendly team, learn new skills, and play a valuable role in helping people who are blind, partially sighted, Deaf, deafblind or hard of hearing feel more connected and live more independently.

**Sensory Services by Sight for Surrey, Bridgehead House,
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