



Tree of Life Centre Wythenshawe  
Greenbrow Road  
Newall Green  
Wythenshawe  
Manchester  
M23 2UE

0161 489 7018  
info@treeoflifecentre.org.uk

## Volunteer Role

### Role : Administrator

#### Duties :

- To assist the Office Manager and Shop Manager in the receiving of telephone calls regarding potential donations to the community shop
- Take details from donor's incl. name, address, contact details and items being donated
- Advise on the benefits of Gift Aid
- Arrange collection date and complete required documentation
- Answer telephone queries that may arise regarding the services we offer at the centre

#### Equipment required :

- Tree of Life Centre identification badge

#### Experienced preferred :

- Customer service type environment
- Answering/making telephone calls
- Polite telephone manner

#### Hours of Duties :

- Monday 9:30am – 3:30pm (9:30am – 12.30pm or 12.30 – 3pm)
- Tuesday 9:30am – 3:30pm (9:30am – 12.30pm or 12.30 – 3pm)
- Wednesday 9:30am – 3:30pm (9:30am – 12.30pm or 12.30 – 3pm)
- Thursday 9:30am – 3:30pm (9:30am – 12.30pm or 12.30 – 3pm)