



Women's
Therapy Centre

Volunteer opportunities for women at the Women's Therapy Centre

Would you like to volunteer to help support women to access low cost talking therapies?

Gain experience and skills in office administration in a supportive women only voluntary organisation?

- It will involve supporting Therapists and Office Manager in the day to day running of the Centre;
- You will be required to develop excellent communication skills.
- Have a caring and professional attitude at all times.
- Having an eye for detail is essential.
- Using your initiative

Duties include:

- **Reception duties - Managing post, telephone calls, greeting clients**
- **Data entry using bespoke databases**
- **Stationery orders**
- **Produce documents - Word, Excel and PowerPoint**
- **Opening up and closing therapy rooms**
- **Manage Centre's calendar and inbox**
- **Room bookings**
- **Taking client payments**
- **Updates on Social Media – Facebook, Twitter etc**

You will receive training and daily travel and lunch allowance

For further details contact:

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