



## **Volunteer Receptionists Margaret Beaufort Institute of Theology, Cambridge**

Margaret Beaufort Institute of Theology is looking for Volunteer Receptionists to assist the Senior Administrator in attending to enquirers, students and visitors to the Institute. As a Volunteer Receptionist you will be the first port of call for any visitors to our Institute and you will report to the Senior Administrator.

### **About the Institute**

Margaret Beaufort Institute is a member of the Cambridge Theological Federation, bringing a Catholic presence to this ecumenical theological educational partnership. Our students follow courses at every level from diploma to doctorate for awards of the University of Cambridge or Anglia Ruskin University. The Institute is a place marked by hospitality, dialogue, encouragement, challenge and prayer, where intellectual, spiritual and pastoral formation is at the heart. It resources, schools, parishes, hospitals, prisons and other institutions with expertise, training and pastoral support. The commitment of our staff and students makes the Institute an energising place to be. We are in the heart of Cambridge, close to the University Library, the Divinity Faculty and the Humanities campus.

### **Volunteer Receptionist**

We are planning to appoint several volunteer receptionists who will commit to a day per week appointment. Volunteering is a great way to develop your skills and use your experience to help others. Volunteering at our Institute will not only give you an opportunity to belong to our community but can also be a good introduction to studying theology and its allied disciplines. If you are interested in accessing events at the Divinity Faculty, the Institute is only 10 minutes walk. You will also be able to enrol on one of our internal courses, free of charge. And, you will have access to our impressive library.

### **General Tasks:**

- Welcoming the visitors to the Institute in a friendly and polite manner
- Recording attendance
- Receiving deliveries
- Directing visitors to the Library and other areas of the building
- Monitoring those entering and existing the building
- Taking messages
- Providing information about the Institute to enquirers
- Additional administrative tasks as required (training given); such as preparing paperwork, scanning and uploading files, folding leaflets
- Assisting with events when available

### **What are we looking for?**

We are looking for committed individuals who are flexible, friendly and supportive of our mission.

**What we expect from you:**

- To have a warm, calm and friendly manner, that reflects the Institute ethos
- To be happy to undertake any training if necessary
- To provide feedback regarding any concerns to our Senior Administrator
- To have a positive approach to the Institute and volunteering

**What you will get from this opportunity:**

- Opportunity to meet new people and contribute to the Institute's mission
- The chance to socialise with others and belong to the MBIT Community
- The opportunity to use existing skills and gain new ones
- Expenses covered for travel and refreshments available in the staff kitchen

Full support and training will be provided.

**Working hours:** 9.30 am to 2 pm Monday–Thursday. We are looking for a different person to work each day.

**Commitment required:** 1 day per week

If you would like to apply for this role or have any questions, please contact Margaret Sallis by phone on 01223 741039 or by email at [mbitadm@hermes.cam.ac.uk](mailto:mbitadm@hermes.cam.ac.uk)