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| **VOLUNTEER ROLE DESCRIPTION** |

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| **Role Name: Lymphoedema Volunteer Administrator** |

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| **How this role supports the work of the hospice:** This is an important role within the hospice as it supports the work of the lymphoedema team, helping them to ensure that patients get the treatment and support that they need.  |

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| **Location: South Bucks Hospice, Butterfly House** |
| **Town: High Wycombe** |
| **County:** | **Bucks** | **Postcode:** | **HP13 6GR** |

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| **Description of the Opportunity:** **This role is based on the 1st floor of South Bucks Hospice within the Lymphoedema team office, working directly with patients and the lymphoedema team. This is a busy office environment and activities will include*** Meeting and greeting patients
* Scanning patients notes onto the computer
* Answering the phones and dealing with general enquiries
* Helping with the laundry
* Stock rotating products used by the team
* Showing patients out at the end of their treatment

**This role would be perfect for someone looking to gain experience in a clinical environment or someone who has previously worked in health and social care who wants to support the work of the hospice.**  |

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| **Skills / Qualifications or personal qualities** **required:*** Excellent communication skills
* Good organisational skills
* Good administrative skills
* Over 18 years of age
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| **Commitment**We are looking for someone who has 3 hours to spare once a week on a Monday or Friday, though this may be negotiable.  |
| **Other**This role will be subject to a DBS check |
| **Supervisor**Lynn Brooks |