



# South Westminster Legal Advice Centre Meet and Greet Volunteer Role Description

**Location:** *The Abbey Centre*: 34 Great Smith Street, Westminster, London, SW1P 3BU

**Apply to:** Caz Gandy-Brown 0207 227 0650 [volunteefinfo@theabbeycentre.org.uk](mailto:volunteefinfo@theabbeycentre.org.uk)

**Hours:** 18:30-20:00 Tuesday and or Thursday

## Background

The South Westminster Legal Advice Centre (SWLAC) is staffed by volunteers and provides free legal advice to people on low incomes independently, fearlessly, efficiently, and with integrity, but always in a friendly and courteous manner.

SWLAC is based at the Abbey Centre and is currently looking for a volunteer to “meet and greet” people attending the service, who can hopefully commit to a minimum of six months.

## Responsibilities:

- Offer a warm and welcoming greeting to people arriving at the Abbey Centre.
- Show people through to the room where the service takes place and seat them while they wait for their appointment.
- Answer general queries and provide assistance to other SWLAC volunteers when requested.
- Adhere to Abbey Centre policies including Confidentiality, health and safety, and equal opportunities (information will be provided)

## Person Specification:

- Warm and friendly with good communication skills.
- Confident
- Collaborative
- Supportive of the aims and objectives of the Abbey Centre and SWLAC

## Benefits:

- Enhanced DBS check.