



“Fisherton Friend”

Volunteer Role Description

Our Fisherton House practice in Fountain Way is a busy branch of Salisbury Medical Practice. To assist with the smooth running of our Front of House operations we are recruiting volunteers to welcome and assist visitors as they arrive for their various appointments throughout the day.

What will I be doing?

- Welcoming people as they arrive at the practice
- Assisting people with the self-check-in screens to reduce queues at the reception desk
- Signposting people to the various clinics/departments held at Fisherton House including PIP assessments, retinal screening, minor surgeries, Bupa dentist etc.
- Being a friendly face to everyone who visits
- Supporting individuals who may need some extra time or a quiet space
- Finding signposting leaflets for those who made need them
- Ensuring the waiting areas are kept tidy

Who are we looking for?

Our Fisherton Friend volunteers should be

- Able to communicate with ease to all members of our community
- Welcoming and friendly
- Able to give up small amounts of their time to help others (anything from 1 hour a month to a few hours a week is appreciated)
- Willing to be part of our happy, inclusive team

How will I benefit?

- Salisbury Medical Practice will provide you with full training
- Fully, supportive environment where there’s always someone to call on for assistance
- Skills development that will benefit your CV
- Free tea and coffee during your volunteer sessions