



Hope Community  
40 Ling House, Long Ley  
Heath Town  
Wolverhampton  
WV10 0HH

Email: [enquiries@hope-cp.org.uk](mailto:enquiries@hope-cp.org.uk)  
Tel: 01902 556645

**Role Title:** Volunteer Administration Assistant

**Where:** Hope Community Project, Ling House, Long Ley, Heath Town, Wolverhampton

**When:** Hours to be arranged

**Commitment:** Reliable, yet flexible

**Why We Want You:** To cover the reception desk, answer the phone and deal with enquiries

**What's In It For You:** Opportunity to work within the Third Sector, gaining the relevant work experience as required to acquire future employment, whilst helping others within the community

**The Skills You Need:** Friendly and approachable

**For More Information, Contact:** Margaret Vaughan  
Volunteer Coordinator  
Hope Community Project  
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