



Pregnancy
Counselling
& Care
(Scotland)

Volunteer Receptionist

About The Organisation

PCCS is an Edinburgh based charity that supports individuals through practical and emotional issues relating to pregnancy, childbirth and early parenthood. We do this by offering a free, professional counselling service and offering free baby clothes and equipment.

About The Role

We are looking to recruit 2 volunteer receptionists, which will allow us to expand our counselling service into the evening and potentially increase the number of sessions we can offer by 50%.

Job Description

- Welcoming clients, offering them refreshment and ensuring they complete all necessary paperwork
- Booking follow up appointments
- Recording client donations
- Ad hoc administrative tasks
- Being responsible for locking up the PCCS premises

Person Specification

- Computer literate
- Good communication and organisational skills

24a Haddington Place, Edinburgh, EH7 4AF
Telephone: 0131 557 2060 Mobile: 07904 499 320
Website: www.counsellingandcare.co.uk Email: info@counsellingandcare.co.uk
Registered Scottish Charity Number: SC 026943
A company limited by guarantee number: 173781

- Ability to work alone
- Adherence to strict confidentiality guidelines

Other Details

Where? The PCCS Office at 24a Haddington Place, Leith Walk, Edinburgh

When? We will initial expand our services on a Monday and Wednesday evening, shifts would be 4pm – 8pm

Will training and support be provided? Full training will be given and you will not be left alone until you feel ready.

Are expenses paid? PCCS is happy to pay reasonable travel expenses

Childcare: No Disabled Access: No Minimum age: 18

To apply contact Alice by emailing info@counsellingandcare.co.uk please include your CV and a cover letter detailing why you are interested in the role.

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