



Emmaus Village Carlton – Customer Service & Administration

About the opportunity

We are actively looking for Volunteers to support Emmaus Village Carlton (EVC) ideally with experience in customer service and administration. This role provides an opportunity to develop your own skills whilst also supporting a successful and worthwhile organisation.

About Emmaus Village Carlton

EVC is a forward-thinking charity based in north Bedfordshire offering support to formerly homeless people. We offer companions [our Residents] a home, as well as meaningful work in one of our social enterprises. EVC is linked to an international charity but operates independently.

We're located on the outskirts of the village of Carlton - 10 miles from Bedford and on the border of Northamptonshire and Buckinghamshire, less than 20 miles from Milton Keynes.

The Community (site) consists of a Bistro, and a range of shops that gives visitors the chance to browse, shop, eat drink and relax – all in the peaceful surroundings of the lovely Bedfordshire countryside.

To Emmaus, volunteers are an essential resource and make a vital contribution to Emmaus' commitment to help disadvantaged people. At Emmaus, loyalty to our companions and volunteers and ensuring loyalty from our customers, will always be a priority!

More information

Ideal Skills: Excellent communication skills, ability to work as part of a dedicated team; good organisational skills; attention to detail; ability to inspire people about our work; ability to work on your own initiative; highly motivated with a positive and flexible approach.

Role includes: Covering reception; answering the telephone; responding to emails, messages and social media comments/reviews; collating internal and external newsletters; general administration duties as required.

Where: Emmaus Village Carlton, School Lane, Carlton, MK43 7LQ

What are we looking for?

Ideally, we need people who can commit at least half a day per week on site and potentially some additional time working from home.

All relevant training will be provided along with a full induction, paid travel expenses and if on site, lunch on the day you volunteer. An enhanced DBS check will be required.

Contact information

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