

## Events Support Assistant

Location of Position/Department: Employment Academy

Responsible To: Ffion Lloyd, Project Co-Ordinator

Time Commitment: Ad hoc – minimum 2 events per month

### Purpose/Summary of Role

To support the Employment Academy team to deliver events in the local community.

### Description of Tasks

- During family events, engage with parents and children and get involved with activities
- Assist with uploading social media content using Twitter and Facebook
- Come up with ideas for promoting Creating Enterprise events
- Help to organise events to raise awareness throughout the County and attend if appropriate
- To assist with direct-to-door leaflet drops
- Set and clear up rooms before and after events

### Training and Support

Work Buddy: Ffion Lloyd

- Induction to the Organisation
- Full training on all aspects of the role
- Regular Updates from Employment Academy Mentor
- Personal Development Plan
- Participation in the Volunteer Rewards Programme



## Reimbursement of Expenses

Out of pocket expenses will be reimbursed;

- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs reimbursed on receipt of valid ticket
- Lunch (conditions apply)
- Child care (conditions apply)

## How to Apply

- Email [volunteering@creatingenterprise.org.uk](mailto:volunteering@creatingenterprise.org.uk) or Telephone: 01492 588980
- Express an interest in which role you are interested in

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**Line Managers' Signature:**

**Date:**

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