

For office use only: **VCE001**

Reviewed by: **RC**

Date: **08/20**

EA Admin Assistant

Location of Position/Department: CE Employment Academy, Mochdre

Responsible To: Richard Chance

Time Commitment: ½ day Tuesday
½ day Friday

Purpose/Summary of Role:

To support Creating Enterprise colleagues and the Second Chance furniture re-use project with general admin duties

Description of tasks:

- Record employment academy visits on spreadsheet
- Search for job vacancies for virtual Jobs board
- Assist with general admin duties such as Scanning, copying, laminating and shredding
- Data inputting (Excel)
- Recording new and collected furniture items for Second Chance

Training & Support:

Work Buddy: Richard Chance

- 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 as follows:

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

How to Apply:

- Email richard.chance@creatingenterprise.org.uk or telephone 01492 588 980
- Express an interest in which role you are interested in

Line Manager's Signature:

Date: