



## **Enquiries Officer**

Location of Position/Department: Home

Responsible To: Jasmine Rigby, Project Co-Ordinator

Time Commitment: Ad hoc

Number of Placements Available: 2

### **Purpose/Summary of Role**

Enquire with venues and activity providers and make the bookings for the events.

### **Description of Tasks**

- Enquire with different venues for events
- Book venues and transport if required
- To do onsite visits to ensure the venue is suitable
- Keep track of costs for venue, travel etc.

### **Training and Support**

Work Buddy: Jasmine Rigby

- 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 [jasmine.rigby@creatingenterprise.org.uk](mailto:jasmine.rigby@creatingenterprise.org.uk) or Telephone: 01745 3355684
- Express an interest in which role you are interested in
- Speak to Jasmine Rigby

