

For office use only: **VCE012**

Reviewed by: **RC/EA**

Date: **06/21**

Chester Avenue Assistant

Location of Position/Department: Kinmel Bay – Chester Avenue Community House

Responsible To: Emma Abdelkhalek

Time Commitment: 2-4 Hours per week

Number of Placements Available: 1

Purpose/Summary of Role:

- ✓ To support the Community Involvement Team with general admin duties and events at the Chester Avenue Community House

Description of Tasks:

- ✓ Top up the tea, coffee & sugar canisters
- ✓ Top up the toilet rolls, hand towels & soap
- ✓ Update the notice boards inside & out
- ✓ Empty the shredder
- ✓ Put the recycling & black bins away
- ✓ Put a jug of water in the fridge for Zumba
- ✓ Monitor supplies levels and put new stock away
- ✓ General Admin duties
- ✓ Come up with ideas for promoting events
- ✓ Set up and clear rooms before and after events

Training & Support:

Work Buddy: Emma Abdelkhalek

- ✓ 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: