

For office use only: **VCE016**

Reviewed by: **TC**

Date: **09/21**

Creating Futures Assistant

Location of Position/Department: CE Employment Academy, Llandudno Hub

Responsible To: Tish Calveley

Time Commitment: ½ day Thursday Afternoon
½ day Friday Morning
½ day Friday Afternoon

Number of Placements: 3

Purpose/Summary of Role:

To support Creating Enterprise colleagues and the Pathways 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)
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Training & Support:

Work Buddy: Tish Calveley

- 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: