

For office use only: **VCE017**

Reviewed by: **TC**

Date: **09/21**

Creating Futures Employability Assistant

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

Responsible To: Ayshea Lee

Time Commitment: ½ Day Wednesday Morning
½ Day Wednesday Afternoon
½ day Friday Morning
½ Day Friday Afternoon

Number of placements Available: 2 - 4

Purpose/Summary of Role:

To support Creating Enterprise colleagues within Job Club with general employability and Employability based admin

Description of tasks:

- Support with writing Job specific/speculative covering letters
 - Search for job vacancies
 - Supporting with typing CV's
 - Assist with general admin duties such as Scanning, copying, laminating and shredding
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Training & Support:

Work Buddy: Ayshea Lee

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

Line Manager's Signature:

Date: