For office use only: **VCE001**

Reviewed by: **RC**

Date: **06/21**

**Creating Futures Assistant**



Location of Position/Department:    CE Employment Academy, Mochdre

Responsible To:                                   Tish Calveley

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 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:**