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: 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:**