For office use only: **VCE019**

Reviewed by: **TC/BR**

Date: **011/21**

**Minafon Support Assistant**

Location of Position/Department: Creating Enterprise – Minafon Project, Colwyn Ba, locations throughout Conwy

Responsible To: Tish Calveley

Available roles: 2

Time Commitment: 2-4 hours dependant on Sessions

Locations: Minafon Project, Colwyn Bay

Days: TBC

**Purpose/Summary of Role:**

To support the Minafon Project in engaging tenants with activities/sessions such as Life Skills, Cooking Sessions. Support Tenants and Project Coordinator with community activities.

**Description of tasks:**

* Promotion of sessions – via leaflet drops
* Supporting Project Coordinator in facilitating various sessions including Life Skills, Community activities, games and craft sessions
* Setting up and closing down the area before & after time tabled sessions
* Maintaining and cleaning equipment
* Completing evaluation and feedback questionnaires with tenants
* Other duties may be required

**Training & Support:**

Work Buddy: Barbara Roberts

* 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:**