For office use only: VCE024

Reviewed by: TC/LW

Date: 08/22

**Well Being Admin Assistant**



Location of position/department: Cartrefi Conwy, Llanrwst or Morfa Gele

Responsible to: Lydia Watson/Ceri Twist

Time commitment: 1 day per week

Number of placements available: 1

**Purpose/Summary of Role:**

Assisting with any administration tasks as agreed between the Well Being Co-ordinator and the Well Being Volunteer Admin.

**Description of Tasks:**

* Contacting potential attendees for events, to confirm attendance and fill in any relevant forms, if needed.
* Using upcoming register file in Teams.
* Assisting with setting up of events, supporting on walks, greeting attendees as agreed.

**Training & Support:**

* Induction to the organisation
* Full training on all aspects of the role
* Regular supervision from Well Being Co-Ordinator
* Personal Development Plan –

1. Confidence using work related computer systems (excel/word/teams etc).
2. Confidence in asking for what is needed from attendees for the volunteer to carry out their role.
3. Opportunity to use skills/abilities in a confident way
4. Verbalising what Volunteer needs in order to build their capacity.

**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
* Express an interest in which role you are interested in

**Line Manager’s Signature:                                               Date:**