

Core Administration

Task Description and Person Specification

Role	Administration
Reporting to	Head of HR and Finance
Time Period	Ongoing

Work Experience Tasks

- To help plan and deliver good customer service within Child Dynamix
- To help with telephone enquiries
- To help with photocopying for the projects
- To help with incoming/outgoing post
- To help with room bookings
- To help with recording sickness
- To help with the design of posters, letter typing, emails
- To represent and promote Child Dynamix within the community

You will not need any special skills to do the role and we will support you during the time of your volunteering with us.

Volunteering with Child Dynamix will enable you to meet lots of different people, and be a valued member of a team and learn new skills.

Due to the nature of this volunteering work the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do not apply.

Information about convictions, which for other purposes are “spent” must therefore be disclosed.

Applicants will need to give permission for an enhanced Disclosure and Barring Service (DBS) to be made.