

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
- To actively promote the charity providing information about the services Child Dynamix has to offer
- To support and engage others in charity event opportunities

You will not need any special skills to do the role and we will support you during the time you volunteer with us. However, we would like you to be able to show:

- A good understanding and willingness to follow health and safety procedures as well as manual handling procedures when moving or lifting equipment.
- Enthusiasm and interest for the role
- A desire to undertake role specific training and a commitment to learning
- The ability to engage and communicate with the community
- To comply with all policies, procedures and code of conduct set by Child Dynamix

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 but may not exclude you from becoming a volunteer with Child Dynamix.

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

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