Role Title: Volunteer Admin Support  
Reports to: Senior Early Help Worker  
Placement: Ashford Children’s Centres

Main Duties:
Welcome visitors to centre, answering the telephone  
Update noticeboards and displays  
Tidying of meeting rooms  
Setting up rooms for meetings  
Taking messages  
Signing people in and out of the building  
Keep the reception area tidy and safe  
Filing  
General clerical duties as required by the centre manager

Knowledge and Skills:
Creative background  
Understanding of Children’s Centres/Youth hubs or a willingness to learn  
Proactive and outgoing personality

Volunteer commitment Requirements:
This role would require a minimum of 2-3 hours per week Monday to Friday Morning/Afternoon  
Enhanced DBS check  
Various Safeguarding training  
Prevent training  
Data Protection and Information Governance training  
Other training may also be available as identified in Personal Development Plan