

District Volunteer Role Description for Admin support

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