



**Volunteer Role Title: Administration Support**

**Aim of volunteering role:**

To work in the "Your Space" office providing support for the social and activity clubs for children and young people diagnosed with an Autism Spectrum Condition.

**Tasks:**

1. Collecting and sending of post.
2. Shredding confidential waste and photocopying important documents.
3. Stationery ordering.
4. Filing and other office related tasks deemed appropriate by both parties.

**Targets:**

1. to become more fluent in computer packages and office technology.
2. to increase confidence in office procedures and communicating with others.

**Time:**

Flexible time commitment. However, volunteers should be available for four hours per week, ideally over one day.

**Place of work:**

Your Space, Unit 1, Gwersyllt Resource Centre, 2<sup>nd</sup> Avenue, Wrexham. LL11 4ED.

**Volunteer coordinator:**

Tamara Hall.

**Transport needed:**

Volunteers do not require own transport during volunteering hours

**Skills required:**

1. Interest in and commitment to the complex needs of children and young people with an A.S.C.
2. Interest in office work
3. Willing to learn new things, flexibility and a team player.

**Benefits offered:**

1. The chance to be part of a new and exciting project and help with its growth
2. On the job training and chance to undergo further mandatory training and specific autism courses.
3. Travel expenses paid.
4. Insurance cover.
5. Chance to undertake fund-raising initiatives.

**References:**

One reference required.

Volunteers working directly with children or vulnerable adults will be required to undergo an enhanced police check.

**Updated and reviewed January 2017**

**Rachel Hancocks**

**Charity Manager**

Your Space, Gwersyllt Resource Centre, Second Avenue Gwersyllt, Wrexham LL11 4ED

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