



**Volunteer Role Description: Volunteer Admin Assistant**

<b>Organisation Name</b>	Motherwell Cheshire CIO
<b>Overview</b>	A community organisation supporting women and young girls to make positive choices for their health and well-being, by way of, counselling, support, mentoring and drop-in clinics.
<b>Volunteer Role Title</b>	Admin Assistant
<b>Location of position</b>	Crewe or Winsford office
<b>Responsible To</b>	Services Manager
<b>Purpose/Summary of role</b>	Assist with business operations administration
<b>Description of tasks</b>	General admin Inputting data Keeping data securely Acting in line with the Charities policies and procedures
<b>Time commitment Required</b>	minimum 3 Hours per week
<b>Skills/ Qualifications</b>	Knowledge of Word Knowledge of Excel Typing skills
<b>Training and Support</b>	Induction to organisation - Online
<b>Reimbursement of expenses</b>	Out of pocket expenses will be reimbursed: <ul style="list-style-type: none"> <li>• mileage costs @ 45p per mile up to a maximum.</li> <li>• public transport up to a maximum of £25 per return trip</li> </ul>