



At the HEART of the Community

Unit 4, Second Floor, Butetown Community Centre, Butetown, Cardiff CF10 5UZ

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Volunteer IT Role:

- This role requires you to be able to input, organise and maintain database
- Volunteers should be aware that there is a responsibility and a need of confidentiality to take up this role due to its nature with handling data files.
- Data analysis/ promotion of social Media
- Able to Co-ordinate community events and activities, liaising with community leads, attending relevant meetings, collating information.
- Making informed decisions on logistics such as venues, dates, times, invitees and catering.
- To maintain the charity's diary of volunteer attendance and visits
- To attend volunteers and staff meeting on a fortnightly basis
- To ensure all stationary requirements, refreshments and venues for training, meetings are met effectively.

PREFERRED SKILLS

- Good communication skills
- Experience of taking minutes/notes
- Organised
- Able to work as part of a team

PERSON SPECIFICATION:

- Self –motivated
- Good Interpersonal Skills
- Outgoing
- Flexible