



**Volunteer Role Description: Motherwell Community Share Hub Assistant Crewe**

<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>	Motherwell Community Share Hub Assistant
<b>Location of position</b>	Based in Community Hub 54 Beech Drive Crewe CW2 8RG
<b>Responsible To</b> <b>Contact</b>	Kate Blakemore CEO <a href="mailto:hr@motherwellcheshirecio.com">hr@motherwellcheshirecio.com</a>
<b>Purpose/Summary of role</b>	Hub Assistant
<b>Description of tasks</b>	Managing the Hub following Covid19 guidelines Dealing with the public Acting in line with the charities policies and procedures
<b>Time commitment Required</b>	4 Hours every two weeks Wednesday 2-4 Thursday 2-4
<b>Skills/ Qualifications</b>	Computer Knowledge Good management/people skills Flexibility
<b>Training and Support</b>	Induction to organisation - Online Safeguarding training - Online
<b>Reimbursement of expenses</b>	Out of pocket expenses will be reimbursed: mileage costs @ 45p per mile up to a maximum. Public transport up to a maximum of £25 per return trip