



Employer's Name	Motherwell Cheshire CIO
Position Job Title	Community Share Hub Assistant
Department	Community Share Hub - Crewe
Reports To	Community Share Hub Coordinator

Employment Status	Fixed Term (Summer 2023)
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Overview	A community organisation supporting women to make positive choices for the health and wellbeing, by way of, counselling, support and drop-in clinics.
Location of position	54-64 Beech Drive, Wistaston, Crewe CW2 8RG
Job purpose	Hub Summer Assistant
Time commitment	16 hours per week
Days worked	To be agreed
Rate of pay	MinimumWage
Key responsibilities and accountabilities	<p>Opening the Community Share Hub to the public, dealing with enquiries (Tues & Thur 12 - 2pm)</p> <p>Making up orders from our online system</p> <p>Checking emails and responding to enquiries.</p> <p>Accepting and sorting donations</p> <p>Follow Open and Closing procedures</p>

	Acting in line with the charities policies and procedures.
Additional responsibilities	<ul style="list-style-type: none"> ● Attend team meetings ● Attend project lead meetings ● Attend referring agency meetings ● Support fund raising activities ● Attend at least 3 annual fund raisers (Women's Day not included as this is salaried)
Training and Support	<p>Induction to organisation. Safeguarding training Health & Safety training First Aid training</p>
Reimbursement of expenses	<p>Out of pocket expenses will be reimbursed:</p> <ul style="list-style-type: none"> ● mileage costs @ 45p per mile up to a maximum ● public transport up to a maximum of £25 per return trip
Contact Information	<p>Kate Blakemore kate@motherwellcheshirecio.com 07734868325</p>