

Monitoring Officer Volunteer Role Description	
Role	Volunteer Monitoring Officer
Responsible to	Project Manager
Commitment requested	Minimum of 1 day per week
Location	Unit D, CityNorth Islington, Finsbury Park
Role Summary	To provide efficient, timely performance information to the project manager, respond to queries, data entry and carry out audits and monitoring of the project.
Tasks	<p>Auditing and monitoring of the project.</p> <p>Collate data and produce monthly reports.</p> <p>Data entry.</p> <p>Maintain an effective information management, monitoring and communication system.</p>
Other Requirements	<p>In agreement with the Project Manager, the volunteer will agree in advance the hours that s/he is able to offer.</p> <p>Take responsibility for your own safety and ensure that colleagues and visitors are not exposed to danger.</p> <p>Work effectively and considerately with other employees and volunteers to promote the aims and objectives of Bright Sparks and present a positive image of Bright Sparks to members and the public.</p> <p>Abide by the Bright Sparks's policies and endeavour to follow good working practice at all times.</p> <p>To use all equipment in accordance with the relevant Health and Safety regulations.</p> <p>The volunteer must read and adhere to the Health and Safety regulations (as issued on induction day), and report all incidents/accidents to the your manager.</p> <p>The volunteer must understand & sign the volunteer agreement.</p>
Skills	<p>Good writing style, grammar and report writing skills.</p> <p>Good communication skills and a competent phone manner.</p> <p>Confident with the use of Microsoft Word, Excel, Access and Outlook.</p> <p>Use of the internet for research and communication.</p> <p>Able to use own initiative, and take direction as part of the team.</p> <p>Organised and willing to be adaptable.</p>
Support and Training	<p>1-day Induction.</p> <p>On-the-job training and support from the Project manager.</p> <p>From time to time you will be asked to attend training to update skills or to comply with policy changes.</p>

If you are interested in volunteering, please send your CV to volunteering@digibridge.co.uk and we can arrange an informal conversation. If you do not have a CV or access to the internet, please visit our shop at Bright Sparks, 225 Seven Sisters Road, N4 2DA and speak to the Shop Assistant who will take down your details and we will be in touch with you shortly after that.