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| **Role title** | IT File Mapping Support |
| **Responsible to** | Sarah Maynard (Programmes & Finance Officer) |
| **Description of tasks** | **Objective:** Produce a clear, concise map of the current IT filing structure of the P&A team**Outline of tasks:*** Map out the current filing structure of *Humanitarian General – Cross Cutting* Drive on SharePoint.
	+ Present the file system in a clear and logical way
	+ Document name, author and date modified to be logged
* Other admin tasks as required
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| **Time commitment** | Ideally 1 week  w/c 13thAugust 10:00 – 16:00  |
| **Skills and Qualification** | * Confident with IT and familiar with using Share Point
* Logical thought process
* Previous office administration experience.
* Able to prioritise work flow independently.
* Friendly and professional manner.
* Evidence of interest in the work of the DEC and similar voluntary organisations
* Good standard of written English
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| **Training and support** | Induction to DECOne-to-one training on systems (SharePoint) |
| **Reimbursement of expenses** | Travel expenses up to £15 a day and lunch expenses up to £5 a day |