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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 |
| **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 |
| **Training and support** | Induction to DEC  One-to-one training on systems (SharePoint) |
| **Reimbursement of expenses** | Travel expenses up to £15 a day and lunch expenses up to £5 a day |