



# Central Bedfordshire Canine Trust

*"We Lead The Pack, For The Love Of Dogs"*

Registered Charity 1124683

## Volunteer Vacancy Awards Administrator

<b>Role Title:</b>	<b>Awards Administrator</b>
<b>Where:</b>	Based from volunteers home
<b>When:</b>	Starting 9 <sup>th</sup> May – Ongoing after trial period
<b>Commitment:</b>	<p>Approx 1-2 Hours per week</p> <p>1 Hour Attendance, Twice A Month At Kensworth Training Classes</p>
<b>Why We Want You:</b>	<p>Due to the continued and rapid growth of our core training and course activities, we are looking for a new volunteer position of Awards Administrator to join our friendly team.</p> <p>Reporting to the Chief Executive, the Awards Administrator is responsible for:</p> <ol style="list-style-type: none"> <li>1) Issuing assessment materials to instructors at the start of every course, using predefined templates.</li> <li>2) Collecting course results sheets from class instructors on week 6 of each course.</li> <li>3) Updating our central Portal system with the course results and recording the results on the member's record.</li> <li>4) Completing results sheets for the relevant external award bodies, such as The Kennel Club.</li> <li>5) Printing award certificates.</li> <li>6) Ordering award rosettes, certificates &amp; materials</li> </ol>
<b>What's In It For You:</b>	<p>The Central Bedfordshire Canine Trust is a progressive and dynamic charity and volunteers are its heart beat. We treasure all volunteers and ensure that they are welcomed and looked after.</p> <p style="text-align: center;">Volunteers receive:</p> <p>Out Of Pocket Expenses, Discounted Dog Training Classes Refreshments Whilst Volunteering, Ongoing support and training.</p>

**The Skills You  
Need:**

Essential

- 1) Excellent communication skills, written and verbal with a positive and friendly attitude.
- 2) Basic computer skills and a computer with internet access and printer.
- 3) No experience necessary

Desirable

Have previously taken part in a trust dog training course, so you understand the basic operations from a members perspective.

Training

Full training will be provided in house, and for until the volunteer is confident fully shadowing in the role by an experienced member of the team.

Expenses

All out of pocket expenses will be paid for by the trust; consumables for printing will be paid for.

**Notes:**

Central Bedfordshire Canine Trust  
is an equal opportunities employer.

**For more  
information,  
contact:**

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