

# Office Assistant (Voluntary)



Mencap Sport promotes sport for people with a learning disability in England, working in partnership with the National Governing Bodies and other sports providers.

Additionally, we manage an extensive annual programme of national championship events and a support programme for gifted and talented athletes training towards INAS-FID European and World competition. These programmes are entirely delivered by volunteers.

Mencap Sport is seeking to appoint an office volunteer based in Wakefield to assist with administrative tasks on a range of projects, working closely with the National Administrator and National Sport Manager.

Applicants should be familiar with common IT packages including WORD and ACCESS, have previous experience of working in a busy office environment, and able to commit up to 3 days per week (exact hours can be flexible and agreed with the postholder).

Applications should be made in writing with an accompanying CV to Mencap Sport, 6a Caldervale Road, Wakefield, WF1 5PE or by email to [sport@mencap.org.uk](mailto:sport@mencap.org.uk)

The closing date is 19<sup>th</sup> September 2008. To discuss the post in more detail and for further information, please contact Nick Parr - National Sport Manager, on 01924 234 912

**For more information about Mencap Sport visit**

**[www.mencap.org.uk/sport](http://www.mencap.org.uk/sport)**

