



## **ORGANISATION/COMPANY**

### **Administrative Assistant -LymeNet**

The Trust depends on volunteers, whether it is for helping in the office, distributing material, fundraising, helping with events, managing projects, doing research, promotions and numerous other possibilities. If you have some time to spare and skills or experience to share, please get in touch. Hopefully you will get something out of it too: some people like to volunteer not just to have a sense of purpose and feel useful, but also to gain new skills or meet new people.

## **ABOUT LYMENET**

LymeNet has been running since 1990 and provides 4 areas of service:

1. Careers and employment advice and support
2. Training (accredited and non-accredited) in basic skills of English, Maths and IT, and specific basic IT related skills for business
3. Public internet café, with assistance
4. Businesses Services (printing, scanning, copying, 'book-a-desk', typing services, etc)

Our ethos is about providing personalised training and small groups (including one to one) through flexible courses. In this way we can cater for everyone including those who would find difficulty with main stream education providers.

## **WHAT ARE THEY LOOKING FOR?**

Every weekday – Full or part-time. Hours of Business: 9.30am – 5pm

## **WHERE**

St Michael's Business Centre, Church Street, Lyme Regis, Dorset DT7 3DB

## **HOW TO APPLY**

For more details and to apply please contact Carol Davies, Volunteer Coordinator, Lyme Regis Development Trust either via email [volunteeringatlrtdt@gmail.com](mailto:volunteeringatlrtdt@gmail.com) or by Tel: 01297 444570