**Title of Role:** Data and Research Volunteer

**Hours:** Flexible

**Location:** Cerebral Palsy Cymru Therapy Centre, Llanishen

**Reports** **to:** Volunteer Coordinator

**Outline****:** As a data and research volunteer, you will support the work of Cerebral Palsy Cymru by helping manage data vital to the charity’s operations. This will involve updating files, archiving and destroying old data, and general data administration.

**Duties and responsibilities:**

* Data processing.
* Adhering to UK data regulations and confidentiality according to the charity’s policies.
* General administrative tasks.

**Person specification:**

* A passion for the charity's mission, a desire to make a positive impact and commitment to Cerebral Palsy Cymru’s values, purpose, and environment.
* Basic IT skills is essential.
* Experience with databases is desirable but not essential.
* Reliable, punctual, and responsible.
* Ability to work independently.
* Willingness to learn and adapt to new tasks.
* Self-motivated; able to work with the minimum of supervision.
* A can-do attitude; positive team player.

**Benefits:**

* Training in data processing and management.
* Contribute to a meaningful cause and make a difference in the community.
* Become part of a supportive and friendly volunteer community.
* References and recognition for your volunteer work after three months of volunteering.
* Tempo Time Credits.

**How to Apply:**

Please contact the volunteering team at [volunteering@cerebralpalsycymru.org](mailto:volunteering@cerebralpalsycymru.org) to register your interest.

We welcome Welsh-speakers and applications in Welsh.

**Please be aware: Volunteers in our children’s centre are required to undergo a basic DBS check, which will be organised by the Charity.**