

We are looking for a volunteer to review and write our policies & procedures.



What will you do?

You will review current policies to ensure compliance with current charity/youth work legislation. You will also compose, maintain and clarify our policies & procedures.



Who are we looking for?

You will have experience in creating, reviewing and editing policies. You will be able to evaluate and edit policies & procedures in line with current legislation and best practice. Knowledge of Microsoft packages is essential, as is the ability to work in a team or independently.



How will you be supported?

You will be directly supported by our Finance & Admin Manager.

A one hour induction at CYP will also be scheduled at your convenience. You will report to our volunteer manager who will provide ongoing support to answer questions and offer assistance as required.



Home or office based -
Copenhagen Youth Project, 172 Copenhagen Street, N1 0ST



2-4 hours a week



minimum six month time commitment

**If you are interested and would like to know more please contact our
Volunteer Manager Lucy Giuliano
Phone: 020 278 7400
E-Mail: lucy@cyproject.org**