

## **Jon Wynn - Administration & Information Worker**

The following information describes some of my duties:

- I deal with all telephone, email and in person enquiries and deal appropriately with them, filter them to other staff members, or provide signposting.
  
- I provide general administrative and information support for the Links staff to ensure the effective and efficient running of the operations.
  
- I collate information for the weekly funding bulletin featuring the latest funding schemes as well as upcoming deadlines.
  
- I help plan the Links funding workshops and Lunch & Mingle's by booking venues, arranging catering and ensuring smooth running on the day.