



Role description for Admin Volunteer

REPORTS TO: RB Mind Senior Management Team

PURPOSE: To provide valuable administrative support to RB Mind's service leads

HOURS: Times as per availability

BASED AT: At one of RB Mind's sites which include:

- 32 Hampton Road, Twickenham TW2 5QB,
- Richmond and Hillcroft Adult Community College
- The Maddison Centre, 140 Church Road, Teddington, TW11 8QL

DUTIES CAN INCLUDE:

- To provide valuable administrative support to RB Mind's service leads
- To type up and format documents
- To use Excel spreadsheets and enter monitoring data into online database
- To send correspondence via Internal Mail; Post and Email

SKILLS / ATTRIBUTES & ABILITIES REQUIRED:

- Reliable
- Good telephone manner
- Good level of written and spoken English
- Able to perform tasks without constant supervision
- Good IT skills: confidence with MS Word, Excel, Email and using the Internet
- Sound understanding of confidentiality, respecting the sensitive nature of material received and dealt with at RB Mind
- Enhanced DBS check (RB Mind administers this and covers the financial cost)

WHAT WE OFFER:

- Travel and lunch expenses (in accordance with volunteer expenses policy)
- Training on relevant IT software and paperwork systems
- References (after completion of 3 months volunteering with us)

**If you are interested in applying for this volunteer role, please contact Yvonne Lentge, Volunteer Co-ordinator, on 07545 933 156 or yvonne.lentge@rbmind.org
Thank you.**