

Role Description for Core Office Volunteer

REPORTS TO:	Office Manager
PURPOSE:	To provide valuable support within our Core Office.
HOURS:	Flexible, preferably at least 7 hours per week - during office hours (Mon-Fri 9:00-5:00)
BASED AT:	Home / Twickenham Office

DUTIES CAN INCLUDE:

- To manage / update / enter data into our online database.
- To assist with governance administration including trustee recruitment.
- To assist with facilities management administration e.g keeping inventories up to date and assisting with contract scheduling.
- Assisting with reports and monitoring, extracting data from our database and analysing in Excel.

This role will provide an overview of charity management and working within a mental health organisation. The tasks can be flexible based on your skills/interest areas but will all be based on office administration/operational support.

SKILLS / ATTRIBUTES & ABILITIES REQUIRED:

- Non-judgemental attitude towards people with lived experience of mental ill health
- Professional, with good customer service and organisational skills
- Able to perform tasks without constant supervision and to ask for help when required
- Good IT skills, confidence with MS Office, Outlook and online databases
- Reliable, with good attention to detail
- Sound understanding of confidentiality and data protection, respecting the sensitive nature of material received and dealt with by RB Mind
- Willingness to perform tasks in accordance with RB Mind policies and procedures
- DBS check (RB Mind administers and covers the financial cost)

WHAT WE OFFER:

- Expenses in accordance with our volunteer and expense policies
- Training on relevant IT software, including our database and volunteer training around mental health
- References (after completion of 3 months volunteering with us)

If you are interested in applying or would like further information, please email our Volunteering Team at volunteering@rbmind.org
Thank you for your interest in Richmond Borough Mind