



Role Title	Volunteer Administrative Assistant
Hours	Up to 6 hours weekly
Accountable to	Service Manager
Responsible to	Administrative Officer
Status	Volunteer
Base	24 Huntriss Row, Scarborough

Scarborough, Whitby and Ryedale Mind is a registered charity, providing support to adults and young people (11 years +) with mental health problems in Scarborough, Whitby and Ryedale.

Purpose

To provide administrative assistance.

Main Duties

To work as part of the admin team to:

- Letter writing, typing, photocopying, filing, emailing, shredding etc
- Monitoring and recording of equality and diversity data
- Information sharing
- Conducting service user and volunteer exit surveys and logging information
- Entering data into database
- To assist admin team to collect, open and distribute incoming mail and to prepare outgoing mail for posting
- Stocktaking

Time Commitment

- We are looking for people who can provide up to 6 hours weekly
- The work will be done in our office



Skills

- Good written and verbal communication skills
- Ability to work on own initiative as well as part of a team
- Commitment to work in compliance with policies and procedures
- Reliability

Training and Support

- You will be given induction training into the various aspects of the work and our organisation
- You will receive ongoing support throughout your volunteering

Reimbursement of expenses

- Agreed out of pocket and travel expenses will be reimbursed

Benefits to volunteer

- The satisfaction of knowing that you are helping vulnerable people in your community
- Boost confidence and develop team related soft skills
- The opportunity of meeting new people and working as part of a dedicated team
- Valuable experience of volunteering that you can add to your CV and we can provide references for employment or education applications

Application Procedure

- Application Form
- Induction training
- Informal interview
- References (2) and DBS

For an informal chat, contact our office:

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Email: info@swrmind.org.uk

