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| **Role Description**  Admin & Data Entry Volunteer  **Employer:** Blackfriars Settlement  **Responsible to:** Ad Christodoulou  **Service area** Mental health and Well-being service  **Employments Status:** Volunteer  **Duration:** Minimum of 3months  **Availability:** Tuesday/Weds/Thursdays  **Role summary:**  The Admin Volunteer works as part of the mental health and wellbeing service, which includes the Service coordinator, project worker, Create Space lead designer and 2 sessional tutors and 8 volunteers.  The Admin Volunteer reports to the Service coordinator or project worker.  **Responsibilities:**   * Support the mental health and wellbeing service administrative systems. * To input weekly attendances and update records in our spreadsheets. * Maintain and keep up to date an information bank of client information, services and community groups which can provide additional or alternative services for members. * Contribute to the development of promotional materials. * Take part in preparing and collating service user feedback and evaluation forms.   **Role requirements:**   * Warm, welcoming, calm attitude, and friendly personality * Good listening and communication skills * Good computer skills , e.g. word processing, internet and email use * Flexible and able to take initiative.   **What you will gain:**  The volunteer will gain experience of working in the mental health field within a community organisation. This is an opportunity to practice and develop communication and teaching skills as well as helping to make a difference in the community, and improving the lives of our members. Volunteering at Blackfriars Settlement will give the volunteer some knowledge and experience of working in the voluntary sector. |
| If you would like to become part our charity dedicated to serving our local community, please contact us for an application form by emailing [eva.henry@blackfriars-settlement.org.uk](mailto:eva.henry@blackfriars-settlement.org.uk) or calling 0207 960 4619. Alternatively you can download the application from our website. |