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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 or calling 0207 960 4619. Alternatively you can download the application from our website. |