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### Role description: Personal Assistant

We are looking for someone who is available to offer up to 2-3 days a week (flexible) to volunteer as a personal assistant to the manager of the Phoenix Wellbeing and Recovery Service, which provides diverse activities and opportunities for our members. Phoenix is a vibrant service which involves members, volunteers and staff in running its services. Ideally, you would be available for at least 6 months.

The Personal Assistant role involves providing direct support to the manager through:

* Answering enquiries
* Meeting and greeting for appointments
* Minute taking at meetings
* Entering monitoring information onto our database
* Filing and office management
* Researching and producing information for the service

Benefits of this volunteering role include:

* A chance to develop PA and admin skills for future employment
* A friendly volunteering environment
* Access to training and development opportunities
* An excellent opportunity for networking and meeting people
* An insight into the operation of a voluntary sector organisation

Skills and qualifications required:

* Very good computer skills
* Very good people skills
* Very good organisational skills
* High level of commitment
* Share our inclusive ethos re: mental health (see: <http://www.mindincamden.org.uk/about-us/vision-values-mission>)
* Able to work within a diverse and flexible environment

Mind in Camden request that the Personal Assistant Volunteer will offer:

* At least 2-3 days per week of volunteering.
* You should be available to volunteer at the start of the shift or that your hours should finish at the end of the shift - i.e. not cutting across the middle of the day.
* Ideally at least 6 months of service.