



HEALTHY MINDS COMMUNITY PROGRAMME

mind
for better mental health
in Camden

VOLUNTEER ADMINISTRATOR



The Healthy Minds Community Programme supports hundreds of Camden residents to reconnect with their community through a range of free courses, workshops and wellbeing activities. With events hosted by the likes of the British Museum, Central Saint Martins, The Mary Ward Centre and more, we offer participants new opportunities to get involved in Camden life.

As an admin volunteer, you will support our members in the following ways:

- Using our in-house text service to schedule booking confirmations, reminders and sending out a weekly “what’s on” message.
- Answer telephone and email enquiries, actively promoting the Healthy Minds programme.
- Call around referrals and schedule initial meetings with the Healthy Minds manager and development worker.
- Support with writing up logs onto our database.
- General office admin duties.

This is a brilliant opportunity for those studying or looking to develop skills to support them back in to work

Skills and experience required:

- A keen interest in, and/or lived experience of, mental health and wellbeing.
- Basic Admin skills including data inputting, good written and verbal communication.
- Friendly and professional telephone manner.
- An open-minded, non-judgmental approach to people.
- An ability to listen carefully and confidently signpost people to the appropriate services.
- A calm and measured approach.
- Work well as part of a small team.



Commitment required:

Minimum of 3 months, 1 - 2 days per week, 11am - 4pm, Tuesday to Friday.

The Healthy Minds Community Programme is committed to recognising the hard work and dedication of our volunteers. Volunteers meeting this minimum requirement will be eligible to use Mind in Camden as a reference for work and study applications.

As a Volunteer, you will:

- Keep detailed, accurate records
- Receive a DBS check
- Recieve Mental Health Awareness training.
- Have regular (non clinical) supervision.
- Recieve safeguarding training
- All travel expenses + £5 contribution to lunch paid for by us.
- Free access to other Mind in Camden trainigns.
- Develop both your admin and relational skills, having a positive impact on peoples wellbeing.

**Mind in Camden’s Volunteer Handbook outlines the policies and procedures applicable to this role.*