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| Service: | Children, Young People and Families |
| Section: | Heads Up |
| Location: | Southampton |
| When: | To start as soon as possible |
| Commitment Required: | 1 day (4 hours) per week for a minimum of 1 year |

Role Purpose:

Heads Up is an educational children and young persons project run in local schools, colleges and universities in Southampton and the New Forest. We believe passionately that early intervention is the key to helping young people understand their mental wellbeing. We work to inform and educate young people about mental health and equip young people with coping strategies so that they can manage their own wellbeing.

Our service is supported by a dedicated team of volunteers. As the Heads Up Volunteer Co-Ordinator, you will play a key role in our team to organise and support our volunteers through recruitment, induction, training and in an ongoing capacity.

Main Responsibilities:

- To co-ordinate volunteer recruitment, training and deliver ongoing support.
- Arrange meetings with volunteers for their interview and induction with the Heads Up Project Lead.
- To work closely with Heads Up Project Lead, colleagues and volunteers.
- To manage paperwork and file storage for volunteers.
- Participate in team meetings.
- Communicate with volunteers face to face, over the telephone and email.
- Attend meetings with the Heads Up Project Lead where appropriate.
- Help eradicate stigma and discrimination in young people around mental health.

About You:

Essential Requirements:

Items on this list are vital for you to be suitable for this role

- Strong organisational skills to co-ordinate volunteer team.
- Excellent communication and interpersonal skills.
- Excellent IT skills, particularly knowledge of Microsoft Office.

- Good written and verbal skills.
- Able to use own initiative in tasks.
- Good time management skills.
- Ability to prioritise.
- Ability to work with other volunteers and Solent Mind Staff.
- Willingness to undertake any relevant training for your role.

Desirable Requirements:

Items on this list would be desirable

- Understanding of mental health.
- Understanding of mental health services especially for children and young people.
- Experience of volunteering or working with volunteers.
- Knowledge of volunteering processes and DBS checks.

What's in it for you?

- Gain experience of working for a mental health charity and in a children and young persons project.
- Gain work experience in a busy, office environment working with staff and volunteers.
- Training to undertake DBS Identity Checks and our CRM system.
- Developing new skills in a friendly and supportive team.

Why we want you:

- To play a key role in service delivery by co-ordinating our volunteers and working alongside our Heads Up Project Lead.

Additional Notes:

The selection process will include completion of an application form and a successful informal interview. Volunteering will only formally start after the referencing processes are completed as necessary.

Transport costs will be reimbursed, and relevant training is provided online and/or at Solent Mind HQ in Southampton.

For further information about this volunteer role please contact:

Abby Oakley (Heads Up Project Lead) aoakley@solentmind.org.uk

Paris Wheeler (Volunteer Co-Ordinator) pwheeler@solentmind.org.uk

Role Created/Updated: July 2021
Created By: Abby Oakley / Paris Wheeler



DBS NOT REQUIRED FOR THIS ROLE

Disclosure & Barring Service And Recruitment Of Volunteers