

## Solent Mind - Role Description for Volunteer

### Role Title: Heads UP Volunteer

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**Location:** Southampton City, New Forest and surrounding areas

**When:** May 2017 onwards

**Commitment required:** Between 1 session to 4 sessions per month

### Role Purpose:

You will be based around Southampton and the New Forest delivering workshops and talks to young people of all ages in schools, colleges, youth groups etc.

### Main Responsibilities:

- To maintain the excellent delivery standard
- To undertake the role of planning future workshops with the Heads UP co-ordinator
- To deliver workshops and talks in different situations
- Ability to talk to teachers about mental health issues and refer to the Heads UP Co-Ordinator
- To be punctual to every workshop/talk
- To attend relevant meetings with the Heads UP coordinator where appropriate
- Arrange meetings for schools and colleges with the Heads UP co-ordinator
- Attend promotional events promoting Solent Mind and Heads UP
- Helping eradicate stigma and discrimination in young people around mental health

### Requirements:

The role will support the Heads UP Co-Ordinator in delivering the Heads UP workshops and talks.

Requirements include:

- Personal lived experience of mental health conditions, or by association, is desirable
- Having good written and verbal skills which are essential

- Using initiative in tasks
- Good Time Management skills
- Ability to prioritise
- Good presentation skills
- Ability to work with younger age groups
- Driving Licence and own transport

### **General:**

- Carry out the role within Solent Mind policies and procedures
- All volunteers have a duty and responsibility for their own health and safety and the health and safety of colleagues, service users and the general public.
- All volunteers have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the data Protection Act (1998) and Security and Confidentiality Policies.

### **What's in it for you?**

To gain experience of working for a busy project in a mental health charity, contributing to its future progression, aiding to its success. You will be building and learning new skills, whilst also helping teach young people about mental health, challenging negative perceptions of it through your work.

### **Why do we want you?**

To assist in the support and development of the project to sustain a high level of quality delivery to service users.

### **Additional Notes:**

- Excellent IT skills with knowledge of Microsoft Office.
- Having a driving license and a car will be an advantage, although not essential, when travelling to and from workshops.
- We will pay travel expenses.
- Please also be aware that at times you may be delivering workshops/talks on your own but there will be someone from the school/college in the room with you.

### **What to find out more?**

For further information about the role, or for an application form, please contact either: Abby Oakley, Project Co-ordinator 023 8202 7816, [aoakley@solentmind.org.uk](mailto:aoakley@solentmind.org.uk), or Paris Wheeler, Project Volunteer Co-ordinator, [pwheeler@solentmind.org.uk](mailto:pwheeler@solentmind.org.uk)

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