



## **Solent Mind - Job Description**

### **Job Title: Volunteer - Heads UP Volunteer Co-Ordinator**

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| <b>Location:</b>            | <b>Southampton</b>  |
| <b>When:</b>                | <b>April 2020 onwards</b>   |
| <b>Commitment Required:</b> | <b>1 day (4 hours) per week or equivalent for a minimum of a year</b>   |
| <b>Requirements:</b>        | <b>Strong organisation skills to be utilised through supporting the Heads UP Co-Ordinator in organising and co-ordinating the volunteers</b>  |
|                             | <b>Excellent IT skills, particularly knowledge of Microsoft Office</b>  |
|                             | <b>Having good written and verbal skills are essential</b>  |
|                             | <b>Using initiative in tasks</b>  |
|                             | <b>Good Time Management skills</b>  |
|                             | <b>Ability to prioritise</b>  |
|                             | <b>Ability to work with other volunteers and Solent Mind Staff</b>  |
| <b>Role Purpose:</b>        | <b>You will be based at 28 The Avenue, organising and supporting the volunteers through their induction process, sorting volunteer documents and providing any further support to them whilst volunteering for Heads UP</b> |

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## **Main Responsibilities:**

- To maintain the excellent standard of the organisation
- To undertake the role of organising the volunteers
- To chase and file paperwork for each volunteer
- Be part of the process in designing paperwork and systems to use for volunteer data and in meetings
- Ability to talk to volunteers face to face, over the telephone and email
- To be punctual to the office
- To attend relevant meetings with the Heads UP Co-Ordinator where appropriate
- Arrange meetings with volunteers in their interview and induction 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

## **What's In It For You?**

- To gain experience of working for a busy project
- Potential to be trained to undertake DBS Identity Checks, aiding your employability skills
- Potential training on our CRM system to input questionnaire data from our workshops in schools
- Building and learning new skills, contributing to its future progression, aiding to its success.
- Having work experience in an office environment coordinating and running an important part of the project

## **Why We Want You:**

To assist in the support and development of the project and help the Heads UP Co-Ordinator with future volunteers

## **Additional Notes:**

Please be aware that at times you will be working alone  
You must be willing to undergo a relevant DBS check as required

## **For further information about the role please contact:**

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Paris Wheeler (Heads UP Volunteer Co-Ordinator) [pwheeler@solentmind.org.uk](mailto:pwheeler@solentmind.org.uk)

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| <p><b>Date Role Originated: 16 March 2016</b><br/><b>Date Role Updated: 27 January 2020</b><br/><b>Created By: Abby Oakley &amp; Paris Wheeler</b></p> |
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