

SANE Office Volunteer Role Description



Title: SANE Office Volunteer
Supported by: Volunteer Welfare Officer
Main purpose: To provide administrative support; this might be in any of our departments: Services, Research, Fundraising or Media/Campaigning.

Overview of role

We are looking for volunteers who have an interest in mental health matters and would like to enhance their knowledge and/or understanding of this area of work. If you feel you have office or administrative skills that might be useful to SANE, you may be able to both give and receive considerable experience.

Responsibilities

- Depending on need and the department, responsibilities may include general office duties, data input, basic research work, support with event organisation etc.
- To some extent, the role can be shaped to fit the skills you feel you can offer. Have a look below to see the kinds of skills and qualities you might be able to provide.

Skills

- Good basic computer skills, with knowledge of Office. Word skills are particularly useful. If you are also confident with, and/or have experience of using, other Office functions such as Excel and/or Access, this is also helpful.
- Good organisational skills, e.g. filing. Hardcopy paper and/or digital/computer-based - diary-keeping, time-management etc.
- A clear and confident telephone manner.
- A good standard of English, written and verbal.

Qualities

- It helps to have a sense of humour, and to be flexible in your approach to work as this role can be quite varied.
- The ability to work with a range of people is helpful.

Training

No formal training is given for this role; however full support will be given to help volunteers understand and carry out any aspect of the role as appropriate.

Times and commitment

There is generally a degree of flexibility with this role to suit the availability of volunteers. It is generally most helpful to both sides if you can commit to a minimum of three months, at a minimum of half a day per week.

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