

SANE Information Database (SID) Volunteer Role Description



Title: SID Volunteer
Supported by: Volunteer Welfare Officer/SID Officer
Main purpose: To check and update the SANE Information Database (SID)

Overview of role:

SANE has a unique database of mental health services throughout the country. The information contained on the database is used to support people who contact our services.

The SANE Information Database (SID) contains 9,000 . 10,000 records at the moment. It needs constant checking and updating to ensure we provide the best service to our service users.

The database underpins much of the work done by SANE and it is vital that it is kept up to date.

Responsibilities

- To check current entries on the database, and update information as necessary.
- To search out and check the relevance of new services and add entries according to established procedures.

Skills

- A clear and confident telephone manner.
- Reliable internet search skills.
- A good eye for detail and a willingness and ability to check and double-check information.
- Basic data input skills.
- A good standard of English, both written and verbal.

Qualities

- An interest in mental health issues.
- It helps to have a sense of humour!
- The ability to work with a range of people is helpful.

Training

Full training will be given in the use of the SID database, including search and update functions.

Times and commitment

This role can be flexible to suit the availability of volunteers. However, 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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