

## **SANE Job Description**

**Job Title:** Administration Volunteer – Fundraising & Marketing

**Type of Post:** Voluntary

**Hours:** 2-4 hours per week

**Location:** SANE's offices, St. Mark's Studios, 14 Chillingworth Road, Islington, London, N7 8QJ  
(5 mins walk from Holloway Road Tube and Drayton Park Station, 10 mins walk from Highbury & Islington)

A DBS check will be required

### **Background**

#### **SANE**

Mental illness is one of the most significant health challenges facing UK society. SANE is a leading UK mental health charity set up in 1986 to improve the quality of life for anyone affected by mental illness. Its three main aims are to raise awareness and combat stigma about mental illness, educating and campaigning to improve mental health services; to promote and host research into the causes and more effective treatments for mental illness at its flagship Prince of Wales International Centre for SANE Research; and to provide guidance and emotional support for people with mental health problems, their families and carers through its helpline, SANEline, Textcare and other services. For more information, please visit [www.sane.org.uk](http://www.sane.org.uk).

### **Job Description**

SANE is looking for an Administration Volunteer to help with sending out fundraising event materials, franking, updating stationary and supporting the team. You will be part of the Fundraising & Marketing team a professional team that manages the full spectrum of fundraising, marketing, website and social media activities. This is a key role helping the team to work efficiently to raise awareness and much needed income to keep the charity running helping tens of thousands of people per year.

There are opportunities to develop your administration and organisation skills as well as learn how a charity.

### **Time Commitment**

We estimate this role will need around 2 to 4 hours a week. Our roles are flexible and aim to fit around you. Time commitments for this role may vary depending on your activities. This is an ongoing role.

This is a great opportunity to gain experience within a charity and develop your existing skills and learn new ones.

### **About you**

You will have an interest in mental health and the work that we do, as well as the enthusiasm to be part of amazing work we do. both us and our values locally. You will be confident using Microsoft Office, the internet and email. You will be reliable and easy to contact and ideally live near the office as the role is office based.

We can only offer roles to over 18s.