

Strategic Project Assistant Volunteer Role Description

Job Title:	Strategic Project Assistant (Volunteer)
Responsible to:	Chief Executive
Time Commitment:	Up to 22 hours a week
Project:	Strategic Projects - various
Location:	Dorset Mind Office, 3 Stratfield Saye, 20-22 Wellington Road, Bournemouth BH8 8JN
DBS Check:	Not required

Main Purpose

The volunteer will assist in the successful delivery and management of strategic projects being undertaken by Dorset Mind at any given time. The volunteer will report to the CEO and contribute to project working groups where they exist.

Contributing to Dorset Mind's Key Objectives:

All staff and volunteers assist Dorset Mind to achieve its Key Objectives which are:

- Raising awareness within general and specific communities about mental ill health. That is to say educating people about symptoms – what they are, what to expect and how to spot them. We also help people about what they can do when they experience symptoms or know someone who does.
- Challenging the stigma and inequality of mental ill health so that neither stigma nor inequality prevent people receiving information and support they need.
- Promoting the ethos of recovery from mental ill health by educating people about recovery

Key Responsibilities

- Contributing to, and leading where appropriate, an action plan, or programme of events or activities to deliver against strategic projects and aims of the organisation as defined by the CEO
- Helping to ensure any given project brief is delivered on time and within budget
- Acting as a role model to staff, volunteers and the communities that relate to the project
- Assisting to build networks and external relationships to benefit the project, and representing the project at relevant meetings

Project Management.

- Contributing to the day to day management of the project, taking a lead role where appropriate
- Working collaboratively with any staff or volunteers related to the project to achieve the best outcome for the project
- Ensuring compliance with Dorset Mind policies and procedures and the terms of our funding agreements where relevant;
- To assist in ensuring that there are effective systems for the management and monitoring of project progress and outcomes/impact.
- Supporting internal and external communications relating to the project

To undertake such other duties as may be required from time to time commensurate with the level and nature of the role.

To comply with all decisions, policies and standing orders of the Board of Trustees and any legalisation, the Health and Safety at Work Act and Data Protection Act.

Person Specification

KNOWLEDGE	
Familiar with the aims, objectives and ethos of Dorset Mind	Essential
Familiar with the role of the voluntary sector	Essential
Knowledge of mental health conditions	Essential
Familiar with the organisation of mental health services in West Dorset, with other local agencies and support available for those suffering with mental distress	Desirable
Specific Knowledge relating to the Strategic Projects	Essential
SKILLS	
Self-motivated and able to work on his/her own initiative	Essential
Strong interpersonal skills with ability to communicate, negotiate, and collaborate	Essential
Ability to manage multiple priorities and work-streams	Essential
IT skills, including email and MS Office programmes	Essential
Ability to monitor, analyse and present data, outcomes and progress	Essential
EXPERIENCE	
Project Management	Essential
Experience of working in a strategic role in a similar environment	Essential

Project Brief – October 2017

Income Generation and Marketing

- Attend the Income Generation Sub-Group Meetings and undertake activities to contribute to the success of the strategy
- Assisting the Income Generation and Marketing Manager and other team members and volunteers

West Dorset Service Development

- Attend the West Dorset Project Group Meetings and undertake activities to contribute to the success of the project
- Assisting the West Dorset Project Manager and Service Delivery Manager

Young People Service Development – “Dorset Mind Our Heads” campaign

- Attend the Young People Project Group Meetings and undertake activities to contribute to the success of the project
- Assisting the 2 Project Managers and Service Delivery Manager

Dorset Mind Mental Health Network

- Research potential organisations to create a Dorset Mental Health Network
- Help to define the potential terms of reference, purpose, structure etc
- Make initial approaches
- Liaise with NHS Dorset who are working to a similar goal on DM's behalf

Infrastructure

- Assisting in activity required to ensure Dorset Mind is compliant with new Data Protection Legislation in 2018 - Assisting the Trustee with the lead role for Data Protection
- Assisting in activity required to ensure Dorset Mind is compliant with new Health and Safety legislation from 2016 - Working with Peninsula HR where relevant
- Assisting the Treasurer and CEO to establish robust financial reporting to the Management Team and Board of Trustees
 - Updating Xero to reflect current financial position including budgets and expenditure
 - Setting up regular reports on Xero
 - Contributing to appointment of a Finance Assistant/Book-keeping Service
 - Contributing to educating Management Team on Management Accounts