

Project Assistant Volunteer Role Description

Job Title:	Project Assistant (Volunteer)
Responsible to:	Line Manager
Time Commitment:	Up to 22 hours a week
Project:	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 with the development of projects being undertaken by Dorset Mind at any given time. The volunteer will report to one of Dorset Mind's Managers 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 Tasks

- Contributing to an action plan that relates to a particular project being undertaken by Dorset Mind as directed by the Line Manager carrying out tasks such as;
 - Administration
 - Visiting venues, collecting information, making phone or email contacts, following up leads or researching information
- Attending meetings or events with or on behalf of the Line Manager
- Assisting at events relevant 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	Desirable
Knowledge of mental health conditions	Desirable
Familiar with the organisation of mental health services wherever the project is being undertaken.	Desirable
SKILLS	
Self-motivated and able to work on his/her own initiative	Essential
Strong interpersonal skills with ability to communicate, negotiate, and collaborate	Essential
IT skills, including email and MS Office programmes	Essential
EXPERIENCE	
Working in a similar role or setting relevant to the project	Desirable