

## **BASILDON MIND**

### **Communications Volunteer**

#### **Can you take our internal communications to the next level?**

*We are a registered charity, offering support and services to those experiencing mental health problems, including a Helpline, Counselling, Supported Housing and Wellbeing.*

**We are looking for someone to be responsible for writing our monthly Newsletter, compiling Testimonials and organizing team events.**

**Location:** Option to work in office in Basildon, Essex or a mix of home and office working.

#### **What will you be doing?**

##### **Key Responsibilities**

- To collate input from our various departments and services then compile, edit and publish a monthly internal Newsletter.
- To write a small number of Testimonials. We interview a small number of people each year and document their experience. These Testimonials help raise awareness about our services as well as attract potential volunteers or fundraisers.
- Attend internal and external meetings and training as and when necessary.
- Organise team events including planning, advertising, venue identification, agenda planning and execution.
- Undertake other tasks and duties, as deemed appropriate, by the Chief Executive Officer.

This is a senior position in a thriving organisation and requires an experienced practitioner, as well as people-management experience.

#### **Work Hours, Start Date and Duration of Position**

- 8-10 per month on average. This is a long-term position.

#### **What are we looking for?**

To be successful you will be a well-organised, self-starter, who has verbal and written communications skills to be our internal communications lead, demonstrating high levels of professionalism, leadership and management skills.

#### **What difference will you make?**

We are a professionally set up and run charity which complies with the national Mind charity's rigorous quality standards (called 'Mind Quality Management' (MQM)).

We have 4 times as many volunteers as staff

Ensuring that we have continue to communicate internally with and celebrate our team of volunteers is really important, as well as communicating externally (e.g. by publishing Testimonials).

As a volunteer who spends quality time focusing on this task, you will help ensure that we continue to help as many local people as possible with their mental health.

#### **Next Steps**

If you have the experience required, please contact us via [Reach Volunteering](#) Thanks.

Basildon Mind is an Equal Opportunities employer, for whom life experience as well as formal qualifications, work experience and lived mental health experience is valid.

**BASILDON MIND**  
**Communications Volunteer**  
**PERSON SPECIFICATION**

**General:**

- Experience of working under pressure and handling competing demands
- Experience of working independently and managing own workload and others
- A strong desire to help people in the Basildon Borough with their mental health.
- Willingness to contribute to the charitable aims of the organisation.

**SKILLS**

<b>Essential</b>	<b>Desirable</b>
Analytical, structured mindset, which results in structured work approach	Awareness of the impact of stigma / discrimination on individuals with mental health conditions.
Good organisational, project management and IT skills, with the confidence to use Microsoft Outlook, Word & Excel and the ability to learn new software packages	
Ability to communicate effectively & confidently with clients, colleagues, management and external organisations, both verbally and in writing	
Ability to work well within a team	
Excellent interpersonal skills and ability to maintain clear boundaries.	

**EXPERIENCE**

<b>Essential</b>	<b>Desirable</b>
Experience of internal communications.	Experience of HR
	Experience of people management

**TRAINING/QUALIFICATIONS**

<b>Essential</b>	<b>Desirable</b>
Good standard of general education	
Mental Health First Aid training /certificate	Recognised Management Qualification
A satisfactory DBS certificate	