

BASILDON MIND

Small Services Volunteer

Can you take our Wellbeing Services 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 coordinating a small Number of front-line services and occasionally applying for small grants.

Location: A mix of home working and visiting our projects located in Basildon, Billericay & Wickford.

What will you be doing?

Key Responsibilities

- To ensure the regular smooth running of a small number of services, including several pop-up stands, several walking groups, an Allotment and a Yoga group. We currently hold one weekly pop-up plus one monthly pop-up. We also run 4 weekly Walking Groups. Additionally, we run a weekly Allotment group and a Yoga group. These are all run by others but need light-touch management.
- To attend a small number of events (e.g. 1 per month), representing the charity. In addition to a number of planned annual events, we get invited to other local organisations' events or to make presentations to them.
- To apply for various small grants each year. These must be researched in terms of how we meet their criteria and the submissions written, sent and followed up.
- To recruit and supervise a small number of specialist volunteers. Our charity has 4 times as many volunteers as Staff, including a small number of volunteers with specific, specialist knowledge.
- Attend internal and external meetings, events and training as and when necessary.
- Undertake other tasks and duties, as deemed appropriate, by the Chief Executive Officer.

Work Hours, Start Date and Duration of Position

- 4-6 per week 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 experience running small services and undertake wider organisation responsibilities 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)).

Ensuring that we have continue to run our small services professionally is of paramount importance.

As a volunteer who spends quality time focusing on this task, you will help ensure 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.

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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

Essential	Desirable
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

Essential	Desirable
Experience of running small services.	Experience of leading service development
	Experience of service evaluation, improvement or contributing to business expansion
Experience of recruiting and managing volunteers.	Experience of performance management

TRAINING/QUALIFICATIONS

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