

Community Associate (Volunteer)

Suggestive Hours per week: 4-15 (between 1 and 2 days between Mon-Sun)

Reporting to: Volunteer Coordinator (usually Project Support Coordinator or appropriate Team Leader)

Location: Burton and District Mind Office, or community venues across Burton on Trent, Uttoxeter, Tamworth, Burntwood and Lichfield



Number of Roles: 6-9

Role Purpose:

To support the community in providing useful, relevant and up to date information to support their emotional wellbeing and mental health in person at groups, services and events.

Main Duties

- Attend community projects, being a key point of contact between Burton and District Mind and local people with mental health problems.
- Supporting with group work as directed facilitators, which may include introducing people to projects, handling sign-in registers, providing refreshments, collating feedback forms or preparing participation work.
- Providing light psychoeducation activity, such as promoting local community services, ideas for '5 Ways to Wellbeing', tips of Sleeping, Eating and Physical activity.
- Completing Community Reports and returning them in good time to the appointed Volunteer Coordinator.
- Supporting Development and Sustainability with creative ideas, data-input and research as required.
- May include *Home Visits* only with the Future Focus Recovery Workers and after briefing.
- Sign in and out of venue as required by our Fire Risk Assessment and Health & Safety Policies.
- Raise any concerns to the appropriate member of staff relating to risks to health & safety, privacy and confidentiality, safeguarding and protection of vulnerable people and/or security.
- Carry out duties within aims and objectives of organisation and adhere to the Policies & Procedures outlined during Induction, training and one to ones.
- Attend Induction, Service Briefings, and further training as appropriate to the Role Description and agreed with Line Manager at the organisation's cost.

Specification

- Would suit a person who has had previous experience of mental illness.
- Must be self-motivated and reliable.
- Must be person-centred and approachable, with a good level of communication skills including the ability to problem solve and talk to people with mental health needs.
- Must have a basic understanding of IT such as use of MS Word and emailing.
- Demonstrate knowledge of the organisation, its mission and aims, and how it conducts its business.
- Subject to two good references for safeguarding purposes (can be non-vocational)
- Able to build on constructive criticism whilst maintaining effectiveness.
- Reliability to ensure effective and efficient service provision and maintain strong relations with members, service users and service staff.
- Honesty to support transparency and enable the organisation to apply appropriate support.
- Able and willing to respect confidentiality in accordance with policies & procedures

Benefits, Training and Self Development Opportunities

- 1 half day Induction Training.
- Full training to support the role:
 - Mental health awareness
 - Local service provision
 - Code of Conduct
 - Data protection, Safeguarding of Vulnerable People, Equality
- Experience and skills to add to CV.
- Reimbursement of out of pocket expenses.
- May lead to paid work within the charity based on success.

Updated 24 April 2023