

Role Description: Counselling Admin Volunteer

Responsible to: Sarah Smith/Dawn Stenning

Time commitment: Minimum 5 hours

Location: Ware

Who we are:

Hertfordshire Mind Network is a mental health organisation that promotes mental wellbeing and provides a diverse range of recovery orientated services to residents across Hertfordshire. We are the largest mental health provider in the county and provide support to over 5000 clients every year.

Purpose of role:

To support the smooth running of the Counselling Service

Main tasks:

You will:

- Input data onto our Client Management System
- Contact clients to arrange appointments, or request information - via phone, text and email
- Update spreadsheets

What we are looking for:

- Good communication skills
- IT Literate
- Team Player
- Positive Attitude
- Ability to work independently

What we can offer you:

- Opportunity to be part of a busy, friendly team
- Training
- Contribute to client's experience and make a difference

Next steps:

If you are interested, please complete our application form

<http://www.hertfordshiremind.org/join-us/volunteering/> or contact the Volunteer Team on **0203 727 3600**