

Outreach

Role Title	Outreach Support
Location of Position	Various locations
Responsible to	Outreach Coordinator
Purpose/ summary of role	To provide outreach support to one or more of the projects within Havering, Barking and Dagenham Mind.
Description of tasks	<ul style="list-style-type: none"> • Attend outreach sessions • Entering data onto databases and spreadsheets • Support project leads • Handling confidential and sensitive information • Help plan outreach events and activities • Signpost relevant requests to the relevant project lead and signposting any other if required • Leaflet distribution at events • Provide information to attendees of outreach events • Help to arrange display table at events
Time commitment	A minimum of 4 hours per week, covering various time slots if possible to cover any outreach events. If you are able and would like to commit more time, please indicate this on your form.
Qualities & Skills	<ul style="list-style-type: none"> • Good people skills • Confident using the computer – Word, Excel, Outlook • Good communication skills • Confident to ask for help when needed • Empathetic, compassionate and understanding • Non-Judgemental • Attention to detail • Able to multitask, prioritise tasks and meet deadlines
Training & Support	We offer a ‘Welcome to Mind’ volunteer induction, which includes topics such as communication, confidentiality and boundaries as well as Health and Safety. There will be opportunities to access further training.

	<p>You will receive a welcome pack as well as induction documentation and training. You will also have a quarterly meeting with your volunteer mentor. The Volunteer Engagement Coordinator will also be available for regular support, advice and guidance. As well as giving regular organisational updates to you.</p> <p>Within your induction you will be asked to complete some online training modules as well as any further training for the role. You will also be required to get a DBS for the position but this will be done with the Volunteer Engagement Coordinator before you start volunteering with us.</p>
<p>Reimbursement of Expenses</p>	<p>We can cover some of the expenses which you may incur while you are volunteering with us. Please ask for further details.</p>
<p>Benefits of being a Volunteer</p>	<p>Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeling valued by our staff and those who are accessing our services.</p>
<p>Volunteer Engagement Coordinator contact information</p>	<p>Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU volunteering@haveringmind.org.uk</p>