

Digital Support Volunteer

Are you organised, digitally confident with SharePoint, and interested in supporting mental health services?

West London NHS Trust is one of the most diverse providers of mental health, community and social care in the UK.

We are looking for a motivated volunteer to help us develop and maintain an exciting new SharePoint resource hub for our Ealing Mental Health Services.

This central online space will help staff easily access information relating to quality improvement, service development and best practice across all teams. By supporting this project, you will play an important role in helping staff find the information they need to improve services and outcomes for local people.

To be successful for the role, the following is required:

- Completed online volunteering application form
- An informal volunteering interview
- X 2 references
- Completion of core and local volunteer induction training and data protection training

What does the role involve?

- Helping to develop and maintain a SharePoint resource hub for Ealing Mental Health Services, making information easy for staff to find and use.
- Uploading, organising and updating learning resources, guidance and improvement materials.
- Working with staff across different teams to understand how information is shared and accessed.
- Supporting colleagues to navigate the site and make the most of the resources available.
- Helping present information in a clear, accessible and user-friendly way.
- Encouraging teams to engage with quality improvement resources and share learning across services.
- Contributing to projects that support continuous improvement and the development of trauma-informed approaches across the borough.
- Collaborating with experienced staff and gaining insight into how mental health services develop and improve care.

This role outline is binding in honour only, and is not intended to be legally binding

- Adhere to the relevant policies and procedures of the Trust, including Infection control, Health and Safety, Safeguarding, Equality and Diversity, Data Protection and Confidentiality policies
- Opportunities to get involved in other areas of the Trust's work, including our NHS careers

Volunteers are not expected to be involved in any of the following:

- Clinical or medical treatments of any kind
- Psychological interventions

What skills and qualities do you need?

West London NHS Trust is committed to equal opportunities and welcomes applications from all sections of the community.

- Good digital and communication skills, particularly Microsoft SharePoint
- Have good interpersonal skills
- Digitally aware and able to set up SharePoint and access for all staff
- Ability to summarise information for learning
- Ability to support staff to access these pages
- Ability to work as part of a team and be reliable
- Ability to complete tasks effectively and efficiently
- An interest in mental health, trauma informed perspectives and therapeutic interventions
- Committed to uphold [Trust core values](#) (**Togetherness, Responsibility, Excellence, Caring**) and NHS policies

What we can offer you

- A full induction, training or brief to your role
- On-going support and guidance from a member of staff
- The opportunity to develop your personal and professional skills
- The opportunity to get involved in other areas of The Trust's work
- Reimbursement of reasonable expenses
- The opportunity to contribute to our mission supporting outstanding patient care.

Time commitment

There is an expected minimum of one day per week for at least 3 months for this role, equally more time would be appreciated.

The general time options activities could occur are:

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	Morning	Afternoon	Evenings	Nights
Monday	X	X		
Tuesday	X	X		
Wednesday	X	X		
Thursday	X	X		
Friday	X	X		
Saturday				
Sunday				

Number of volunteers needed

We will need 1 volunteer for this role



'West London NHS Trust is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.'