



People Team Volunteer

Mind Retail

Volunteer Role Profile

Department	People Team
Located at	Stratford – London, with opportunities for some remote working
Hours	Ideally a few hours across 2/3 days per week, however this can be flexible and discussed upon application

We're Mind, the leading mental health charity. We won't give up until everyone experiencing a mental health problem gets support and respect. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness, and promote understanding.

About the volunteer role

The aim of our People Team Volunteer is to support our team with administrative support across people projects and day-to-day activity within the department, across recruitment, onboarding, and exit processes.

Key tasks

- Supports with People project administration.
- Supports with recruitment and onboarding, including references, supporting with pre-employment checks and issuing documentation.
- Supports the People Team in answering emails from the shared inboxes.
- Assists with ensuring that the People files are well organised and that documents are easy to locate.
- Assists with the maintenance of employee records within our People system.
- Supports with the completion of written reference requests, flagging any potential issues to the People Advisors for prompt action.
- Sends out recruitment materials to shops & the field teams in a timely manner (e.g. posters)
- Send out induction materials to shops & field teams in a timely manner (e.g. induction workbooks)
- Demonstrates our values of: We put people first, We're stronger together, We speak up for what's right, We never stop learning and We demand better for mental health



About You

- Good communication skills
- IT literate & able to use the MS office applications – Outlook, Word, Excel
- Good organisational skills
- High attention to detail

Experience & skills you will gain

- Experience of working as part of a team
- Experience of working within a People/HR administrative role
- Exposure to key stages of the employee lifecycle and the relevant processes
- Understanding of key processes within the recruitment cycle
- Exposure to employee relations cases and how these are managed in accordance with policy & procedure

Our Commitment

We are committed to becoming actively anti-racist in everything we do. This is a critical priority for Mind. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

