

## Volunteer Role Description

Your volunteer role description provides you with an outline of your role and the tasks you will complete when volunteering.

Whatever your role, or however much time you donate, you will be helping to improve the lives of people severely affected by mental illness. We appreciate and value your commitment to volunteering with Rethink Mental Illness.

### My role title:

Volunteer On-line Meeting Assistant

### Role details

#### Where my role is based

Home based (requirement to attend occasional meetings in Coventry & Warwickshire - expenses will be reimbursed)

#### Who I am supported by

Head of Area (Central)

#### The DBS check for my role

Basic DBS

### Service details

#### The service I support

Central Area

#### The location of the service

Derbyshire, Staffordshire, Coventry, Warwickshire, Birmingham  
Nottingham, Northampton

#### The days and times volunteering is available

Up to 4 hours per week (between 9am and 5pm, Monday to Friday)

#### The service code

3129

## The purpose of my role

To assist the Head of Area with organisation and preparation for meetings and on occasion events or conferences. This will include planning for face to face or virtual meetings, or events for our community services across Central England. The majority of meetings are held on-line via MS Teams.

## The service I support

You will support the Head of Area (and meeting Chair) with preparation of meeting arrangements and support facilitation during meetings:

Derbyshire Recovery service:

- Partnership Board meeting made up of sub-contractors (quarterly virtual meetings)
- Advisory board made up of Experts by Experience (monthly virtual meetings)

Coventry & Warwickshire IPS employment service:

- Steering group made up of ICB, Local Authority, DWP, IPS Grow and other local stakeholders (quarterly virtual or face to face meetings)

Birmingham Gypsy Roma & Traveller (GRT) Network:

- Made up of stakeholders with vested interest in GRT communities (quarterly virtual meetings)

Rethink Community Service Practice Networks:

- Peer Support Worker Network (monthly virtual meetings)
- Peer Support Managers Network (monthly virtual meetings)

## I will complete the following tasks

- Coordinate attendee invitations (via email and MS Teams)
- Coordinate attendee registration and apologies
- Coordinate and collate post event evaluations and feedback
- Preparing and distributing documents in advance of meetings
- Take notes of the meeting and share these with attendees, eg. updating SharePoint
- General meeting support, share any slides, launch polls and set up break out rooms as required during virtual meetings
- Develop and maintain information systems, eg. group member contact details and distribution lists

## I have the necessary skills, experience, and attitude

**I have the essentials covered:**

- I have experience of note taking
- I have good listening & organisational skills
- I have proficiency in Microsoft office packages, in particular Outlook and MS Teams
- I have good time management skills and the ability to prioritise work
- I have excellent written and verbal communication skills
- I am warm, friendly, empathetic and able to connect with people from a wide range of backgrounds

**Although it's not essential, I may also have:**

- Presentation skills
- experience of computerised systems

You'll have our support and guidance, every step of the way

## What I value and how I will behave

I can demonstrate and apply Rethink Mental Illness values:

**Commitment** - We work tirelessly to provide support for everyone severely affected by mental illness.

**Equity** - We believe that in a world where discrimination and disadvantage exist treating people with equity is critical to ensure justice and fairness for all.

**Expertise** - We constantly use our expertise to provide practical and personal support for people who are severely affected by mental illness.

**Hope** - We offer hope of a better quality of life for all those severely affected by mental illness.

**Openness** - We are open and transparent in all our work with beneficiaries, supporters, partners and the public to achieve change for people severely affected by mental illness.

**Passion** - We are passionate about leading the way to a better quality of life for everyone severely affected by mental illness.

**Understanding** - People who are severely affected by mental illness are at the heart of everything we do in our organisation – our membership, our governance and our workforce.

I can demonstrate and apply RethinkCARES behaviours of:



## What training and support will I receive?

**As part of my induction, I will complete the following e-learning modules:**

- Safeguarding adults
- Data security

**Depending on my role, I may also be asked to complete other training courses such as:**

- Safeguarding children
- Equality and diversity
- Health and safety
- Mental health awareness

**I will also have access to:**

- Regular reflection sessions with my Volunteer Manager

## What will I get out of it?

**There are lots of benefits to volunteering. Here are just a few:**



**Develop my existing skills  
or learn new ones**



**Enhance my CV and  
boost my employability**



**Reimbursement for out-  
of-pocket expenses**



**Impact positively on my  
own mental health, as well  
as others**



**Meet new people and  
increase my self-  
confidence**



**Find a passion and  
maybe a step towards a  
new career**



**Access to internal  
vacancies**



**Access to Rethinks  
Volunteer Assistance  
Programme**



**Gain a reference from  
Rethink Mental Illness**