

Take Back Your Mind UK | TBYMUK

Creating Healthier Minds.
We Are On Your Side.

Voluntary Administrator

Position Overview:

As a Voluntary Administrator, you will play a crucial role in supporting the Volunteer Services team and contributing to the overall success of Take Back Your Mind UK. This voluntary position offers an excellent opportunity for individuals who are passionate about people, human resources, organisational development, and making a positive impact.

Key Responsibilities:

1. Recruitment and Onboarding:

- Assist in the recruitment process by posting job openings, reviewing applications, and making initial contact with applicants using templates.
- Participate in the onboarding process by handling documentation such as Identification, Right to Work Checks, DBS checks and uploading these to the volunteer's record.

2. Records and Documentation:

- Maintain accurate and up-to-date volunteer records.
- Support in organising and filing documents such as, share codes and DBS certificates/numbers.

3. Policies and Procedures:

- Assist in the dissemination and implementation of policies and procedures throughout the organisation.
- Answer general queries from volunteers and direct them to appropriate resources when necessary.

Skills and Qualifications:

- An interest in administration and organisational development.
- Organisational and time management skills.
- Attention to detail and ability to maintain confidentiality.

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- Good communication skills, both written and verbal.
- Proficiency in using Google Workspace (not required)
- Ability to work independently and as part of a team.
- Flexibility and adaptability to handle various tasks.

This role description provides basic detail of the tasks and responsibilities involved, but there are opportunities to get involved with others as well!