



## **Community Action Project**

Office Administrators & Fundraisers.

## **Community Action Partner**

City and Hackney Mind

**Aim:** As the leading independent mental health organisation in the City and Hackney, Mind offer high quality services to local residents seeking mental health advice and support. Their aim is to promote positive mental health and to enable people with mental health issues to live successfully and independently in the community.

**Role:** They are looking for two types of volunteer. Firstly, enthusiastic people to volunteer a couple of hours every now and again to help with collections in local train stations. They are also looking for volunteers to help at their offices with fundraising, admin and working with and engaging the local community - for example displaying marketing materials and speaking to community groups.

**Training:** All volunteers will be fully inducted and asked to outline what they want to achieve throughout their contribution. They provide regular supervision meetings to make sure volunteer's needs are being met.

**Location:** East London

**Times:** All volunteering would be Mon – Friday, either in the morning or afternoon. Occasionally they may need volunteers in the evening to assist with some events.

**CRB:** A CRB disclosure will be required via the Community Partner.

**Other:** This project will reimburse expenses and has accessibility.

**Application:** Visit the Community Action office to pick up a copy of the application form, or email [volunteering@rhul.ac.uk](mailto:volunteering@rhul.ac.uk) to request an electronic copy. All volunteers must be registered as Community Action volunteers. To do so, visit <http://www.rhul.ac.uk/services/volunteering/register.html>