



The Mental Health Service for our Community

Volunteer role description

Supporter Database Volunteer

Job title	Supporter Database Volunteer
Contract	Temporary, Volunteer
Hours	16-24 hours per week, across 4-6 weeks
Salary	Unpaid, Voluntary Role

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy
- Treatment and support
- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

Role Purpose

The Supporter Database Volunteer will play an important role in providing active and timely support to the Supporter Database Coordinator. The role will focus on entering data relating to donations made to Jami through our Charity Extra appeal starting in January 2022.

Tasks will include:

- Creating new records on Raisers Edge as necessary

- Entering gifts from Charity Extra campaign on to Raisers Edge individual's record

The person

For this role you will need:

- Proficient IT skills, including an understanding of CRM databases – in this case raisers Edge
- Excellent attention to detail, being precise and accurate at all times
- Confident with data entry
- Great communication skills
- An awareness of Jami's confidentiality policy and why this is so important

We can offer you

- Full training and ongoing support from your manager
- Volunteering Handbook with further information regarding our volunteering policies
- Opportunity to gain experience using Raisers Edge
- Reimbursement of reasonable expenses
- Flexible hours

What we need

- DBS check and two acceptable references
- 4-6 week commitment, 16-24 hours per week

How to apply

To apply for the role, please email sophie.chappell@jamiuk.org

Jami is committed to safeguarding and we expect all our volunteers to share this commitment. We welcome applications from Jewish and non-Jewish volunteers and from across the full spectrum of the community.