

Job description

Job title	Mental Health Awareness Shabbat Admin Volunteer
Hours	6-8 hours per week
Salary	Unpaid, voluntary role
Service setting	Across Jami localities and home based

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress 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.

Job purpose

Jami's Mental Health Awareness Shabbat aims to raise the profile of mental health in the Jewish Community. It is an opportunity to encourage people of all ages to be more in touch with their own mental health and wellbeing, and to raise awareness of mental health and mental illness in the local and wider community. The first Mental Health Awareness Shabbat in 2017 saw over 80 synagogues, student, and youth groups across the full range of Jewish religious affiliation taking part. This rose to over 200 in 2022 and we are hoping that the 2023 event will be even bigger.

To help co-ordinate the Mental Health Awareness Shabbat 2023 and keep a record of community plans to mark the event.

This will include making calls to communities – synagogues, schools, youth groups and organisations and inform them about the Jami Mental Health Awareness Shabbat. Explaining the concept of this, encouraging them to save the date, offering any ideas or guidance of how to mark the occasion and to confirm that their contact information is up to date.

In addition to this, the volunteer may also be asked to support with the preparation and packing of promotional materials for the MHAS.

The Person

For this role you will need to:

- Have an interest in and awareness of mental health
- Have strong listening and communication skills
- Be comfortable making calls and have a confident telephone manner
- Confident with data entry and great attention to detail
- Be reliable, trustworthy, and honest
- Be flexible

We can offer you

- Full and ongoing training
- Flexible days and hours
- Ongoing support, reviews, and supervision

What we need

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- DBS check and two acceptable references
- A commitment of 6-8 hours per week, starting from September 2022 until January 2023
- The role will be reviewed after 2 months, and will continue after this appraisal period

Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

Equality and diversity

Jami are proud to be an equal opportunity workplace. We recognise and promote, the positive value of diversity, equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorized person is a serious disciplinary offence.

To apply for the role, please email Hannah.rosenberg@jamiuk.org.