



Volunteer role description

Volunteering Recruitment Administrator

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.

Job Purpose

Our volunteers play a vital role in Jami, allowing services to run smoothly and provide our service-users with a range of support. As our team of incredible volunteers continue to grow our volunteering team has become busier and busier and we are now looking for volunteers of our own! This will allow the team to continue to grow, provide support to teams across Jami and provide our service-users with the support that they need.

Key responsibilities

- Provide administrative support to the volunteering coordinator
- Be a point of contact during the volunteering recruitment process
- Completing references and DBS checks for new volunteers
- Inputting data and information on to our CRM database

The person

For this role you will need:

- Understanding and awareness of mental health issues
- Good listening and communication skills
- Attention to detail.
- Experience of Microsoft office programmes including outlook, word, excel
- Non-judgmental attitude

We can offer you

- Full training and ongoing support from, including a volunteering specific handbook
- Opportunity to gain further knowledge and awareness of mental health
- Reimbursement of reasonable expenses
- Flexible hours
- Experience working in a busy but small volunteering team

What we need

- DBS check and two acceptable references
- 12-month commitment.
- There will be an initial trial period of 2 months and then review at appraisal

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.

How to apply

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