



Volunteer role description

Admin volunteer- Head Room Café

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

We are looking for an admin volunteer for the Head Room café. The role is for 2 hours per week however timing is flexible.

Role responsibilities:

- Typing up handwritten forms and feedback cards, helping us keep valuable information well-documented and easily accessible.
- Typing up handwritten topics suggested for community conversations from our weekly group.
- Printing and assembling welcome packs and brochures for participants.

- Putting together amazon shopping lists for essential supplies based on facilitators' requests, such as art materials.
- Organising and maintaining supplies and files in the storage cupboard.
- Collaborate with the team to ensure a smooth experience for our community, fostering a supportive and inclusive environment.
- Be part of our dedicated team of volunteers, working together to create a nurturing and empowering space for everyone in our community.

The person

For this role you will need to:

- Have an interest in and awareness of mental health
- Listening, communication and organisational skills
- Be reliable, trustworthy, and honest
- Able to represent Jami's values and lead through example
- Engage with training, support, and supervision when necessary
- Ability to get to the Head Room Café in Golders Green without complication

We can offer you

- Full training and ongoing support from your manager
- Volunteering Handbook with further information regarding our volunteering policies
- Reimbursement of reasonable expenses
- Flexible hours

What we need

- DBS check and two acceptable references
- 3-6 month commitment

How to apply

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