**Admin and Reception Volunteers**

**Flexible hours/ 1-2 days a week.**

**We are so excited to be looking for an Admin and Reception Volunteers to join our admin team to support our colleagues and volunteers at Mind in Brent, Wandsworth, and Westminster.**

**What will you be doing?**

* Provide general administrative and clerical support to the Office Manager.
* Meeting and greeting our services users and visitors
* Answering phones, transferring phone calls, taking messages.
* Fielding calls appropriately, and signposting to other organisations if necessary
* Calm and supportive manner to people in distress.
* Knowledge of Outlook – email and calendars.
* Room bookings.
* Ensure that meeting rooms are prepared for meetings and are cleaned and tidied afterwards.
* Distributing incoming post, frank outgoing post and take to post office.
* Organising refreshments for training and meetings.
* Stock check and replenishing of the office stocks.

**You are**

* Passionate about People
* Motivated
* Have good communications skills
* Great with IT packages and database.

**About us**

* We are one of London's leading, community based, mental health charities, and have been providing support for over 50 years.
* We are a supportive team that make it a priority to support the wellbeing of our staff. Over 50% of our staff have lived mental health experiences and everything we say and do is rooted in the experiences of people who know what it is like to live with a mental health problem.
* We have an excellent track record of delivering high quality clinical services to a range of local communities across the boroughs we serve.

**Why volunteer for us,**

* Life-changing work.
* Learning and development opportunities.
* Passionate and professional workforce.
* Diversity and Inclusion.

**How to apply**

If this sounds like you, we’d love to hear from you!

Please send your CV and a brief statement stating why you would like to join our team to hr@bwwmind.org.uk

If you would like further information or an informal chat about the role please contact [hr@bwwmind.org.uk](mailto:hr@bwwmind.org.uk)