## Role Description: Counselling Admin Volunteer

**Responsible to: Sarah Smith/Dawn Stenning**

**Time commitment: Minimum 5 hours**

**Location:** Ware

**Who we are:**

Hertfordshire Mind Network is a mental health organisation that promotes mental wellbeing and provides a diverse range of recovery orientated services to residents across Hertfordshire. We are the largest mental health provider in the county and provide support to over 5000 clients every year.

**Purpose of role:**

To support the smooth running of the Counselling Service

**Main tasks:**

You will:

* Input data onto our Client Management System
* Contact clients to arrange appointments, or request information - via phone, text and email
* Update spreadsheets

**What we are looking for:**

* Good communication skills
* IT Literate
* Team Player
* Positive Attitude
* Ability to work independently

**What we can offer you:**

* Opportunity to be part of a busy, friendly team
* Training
* Contribute to client’s experience and make a difference

**Next steps:**

If you are interested, please complete our application form <http://www.hertfordshiremind.org/join-us/volunteering/> or contact the Volunteer Team on **0203 727 3600**