Counselling Department Administration

Volunteer for our Adults Counselling Department
As an Administration volunteer you will assist in maintaining and developing the client management database of the charity, including data entry. Our database is integral to the running of the organisation as it stores our client information, ensuring our staff and volunteers can promptly answer questions/queries from clients and allow us to report on our services and the impact they have on the local community. These responsibilities are vital in helping us to demonstrate the performance of the organisation to funders, enabling us to meet targets and fulfil our current contracts. In addition to this, you will be carrying out a range of administrative tasks including mail outs, filing and archiving documents used during our services.

Skills we are looking for in this role:
- Experience using computers, the internet and Microsoft Office
- Ability to carry out a range of basic office tasks
- Good attention to detail
- Ability to complete tasks completely and swiftly

The Benefits of volunteering with TOG Mind

1. Full training and ongoing support such as group supervision
2. Access to our internal Continual Professional Development (training) programme
3. Volunteer in a 4-hour block and receive a free lunch at one of our café’s
4. Full reimbursement of any travel expenses incurred
5. Experience of working in a wellbeing organisation
6. Full references for any future job or volunteer role
7. Hot and cold beverages and biscuits throughout your time with us

Volunteers are a central part of our organisation which means where and when we can invest in volunteers, we do so. Recently we have placed a few volunteers on our Community Mental Health Course Level 2, and before that we supported a group of volunteers to become trained Mindfulness Practitioners. Though we can’t routinely offer this training to our volunteers, this is something we strive to do as an organisation.

Over 50% of our staff started off working for Tameside Oldham and Glossop Mind as a volunteer, where possible we aim to recruit from our volunteer pool. Any sessional work or paid roles are usually advertised internally first giving our volunteers an opportunity to apply for a paid role.

If you are interested in supporting Tameside Oldham & Glossop Mind please apply via our website at www.togmind.org or email HR@togmind.org for more information. We look forward to meeting you soon.