



Volunteer Role Definition

Administrative Assistant

We would like to offer a great opportunity to help support the Compassionate Mind Foundation. We are looking to recruit an energetic and enthusiastic volunteer to help provide administrative support to ensure efficient operation of the Foundation. The role will involve answering telephone and email enquiries, booking appointments, and helping with the administrative tasks involved in running our workshops and conferences.

Background:

The Compassionate Mind Foundation was established as a charity in 2006. Its mission statement is to “promote wellbeing through the scientific understanding and application of compassion.” As such it supports research and training in compassion focused approaches in a number of spheres of life. The Foundation is also in the process of working with training centres and universities around the world to deliver international training in compassion focused therapy.

We would like volunteers to support staff with duties including:

- Replying to email, telephone or face to face enquiries
- Provide friendly and supportive contact between the Foundation and other agencies and the general public
- Input information into online filing systems and database
- Assist with the organisation of workshops and conferences
- Collate the training materials used by the Foundation
- Gather information for uploading on the Foundation website
- Develop and update administrative systems to make them more efficient
- General office duties including opening mail, printing and filing
- Handle sensitive information in a confidential manner

Requirements:

- Friendly with good communication and interpersonal skills
- Knowledge of office management systems and procedures
- Proficiency in MS Office and office software packages
- Excellent time management skills and ability to multi-task and prioritise work
- Excellent written and verbal communication skills
- A genuine commitment to the aims of the Foundation

Reporting to:

Operations Manager

Location:

Derby City centre office

Hours:

Up to 6 to 7 hours per week, depending on volunteer's availability.