



## **Mind (National Association for Mental Health)**

### **Volunteer Role Description**

<b>Opportunity:</b>	Communications Project Volunteer (Case Studies)
<b>Responsible to:</b>	Employer Engagement Manager
<b>Hours:</b>	Flexible, suggested 2-3 days a week for up to three months
<b>Located at:</b>	Home-based opportunity

### **About the volunteering opportunity**

We're Mind, the mental health charity. We won't give up until everyone experiencing a mental health problem gets support and respect. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness and promote understanding.

In response to ever-increasing demand from employers, we have a dedicated Workplace Wellbeing team who advise organisations on how they can effectively support staff experiencing stress or mental health problems and boost the wellbeing of each and every member of staff.

Workplace Wellbeing offer support through funded programmes with a specific audience or subject focus ([Mentally Healthy Universities](#), [Time to Change Employers](#) and the recently launched [Mental Health at Work website](#) as part of our Heads Together programme) and paid-for services ([Training & Consultancy](#) and our [Workplace Wellbeing Index](#)). We have also produced a wealth of resources which outline how to promote staff wellbeing.

Getting people to share their story is essential to Mind's work with employers. Your role as a volunteer will help us provide the most relevant up to date case studies to support our communications and publications to this crucial audience.

In this volunteering role, you will lead on a small project focussed on collating case studies from:

- Time to Change Pledged Employers and registered Employee Champions about changes they have made to their organisational culture that have supported the mental health and wellbeing of their staff
- Organisations that have participated in the Mind Workplace Wellbeing Index and rolled out Mind training, identifying the impact this has had on these businesses.
- Organisations that have responded to Mind's employer survey, identifying best practise and innovative interventions organisations have implemented in response to the coronavirus pandemic, such that these learnings can be shared.

You will edit these for online and print publication and upload to our website.

Following a project brief, you'll identify leads and support these business professionals, by phone and email, in producing a case study that supports our work and reinforces our key messages.

The role is flexible and we are looking for someone who can volunteer from home, ideally for 2-3 days per week for up to three months during normal office hours.

We welcome interest from those individuals who have direct or indirect experience of a mental health problem, who will gain support and understanding, with the opportunity to build confidence, skills and experience from Mind.

Mind aims to ensure that the needs and interest of mental health services users, women, Black and Minority Ethnic communities, disabled people, lesbians, gay men and bisexuals and people of all ages are reflected in all its activities. The volunteer is expected to contribute to this aim.

### **How to apply**

Send CV and cover letter to the Volunteering team, [volunteering@mind.org.uk](mailto:volunteering@mind.org.uk) explaining why you are interested to volunteer for Mind and in this role. Please also state your availability and how soon you could start volunteering.

### **Areas you will gain experience**

This project is designed to offer the successful volunteer a high level of autonomy. The role will help you to improve your writing and communication skills, develop your project management skills and experience a busy working environment in the not for profit sector.

## **Tasks involved**

### **Stakeholder Communications**

1. You'll proactively be getting in touch with some of our most valued employers and Champions, by email and by phone, to gauge their interest in being the subject of a new case study for us.
2. You'll guide them through the process, ensuring that appropriate permissions and rights to photography supplied are obtained.
3. You'll ensure all our participating employers are thanked for their efforts and their contributions recognised, providing all participating organisations a link to or copy of the finished case study produced.

### **Case Study Creation**

1. You'll support employers and Champions in the creation of their case study through the provision of a template for a written submission or through a guided interview for a case study they might wish to provide verbally.
2. You'll edit and proof read all supplied case studies, ensuring they are best optimised for digital and print publication and reinforce our key messages.
3. You'll upload our case studies to our website and ensure they are appropriately filed on the Mind server for future use (training provided).

### **Project Management**

1. You'll follow a project brief that outlines the priority areas of interest for employer and employee case studies.
2. Whilst suggested organisations are outlined in the brief, you'll have the freedom to consult Time to Change's Pledged Employer list and consult Mind's Workplace Wellbeing Account Managers to collate a list of leads to approach that you believe would be of interest.
3. You'll update the Employer Engagement Manager regularly on progress, any issues that arise and any anticipated deviations from the project plan.

### **General**

1. You will be able to attend departmental and other meetings.
2. You will uphold and promote Mind's policies ensuring that their intention and spirit is followed throughout your work.
3. You will contribute towards maintaining the quality and consistency of our messaging and for ensuring that all activity is undertaken in such a way as will not compromise the good name of Time to Change, Mind or Rethink Mental Illness or their legal or financial liability.
4. You may be asked to undertake other tasks that may, from time to time, be necessary and compatible with the nature of this opportunity.
5. To adhere to the terms of the volunteer agreement.
6. You will be provided necessary training and support to perform your tasks effectively.

## **Skills and experience for the Communications Project Volunteer (Case Studies)**

### **Skills and experience you may already have**

1. An interest in the voluntary sector & the specific work of Time to Change and the Workplace Wellbeing team in supporting the mental health and wellbeing of those in work.
2. Good IT skills - Experience of using Microsoft Office, including Word and Excel, email, internet for research purposes
3. Ability to communicate effectively, both verbally and in writing in English, including drafting routine letters.
4. Excellent interpersonal skills with the ability to liaise with others and work flexibly as part of a team.
5. Word processing ability including ability to lay out reports, etc.
6. Ability to maintain efficient office procedures, particularly with regard to record keeping.
7. Ability to prioritise and organise work.
8. An understanding and acceptance of Mind's Equal opportunity policy.
9. Willingness to attend training courses as necessary.
10. An interest and understanding of mental health issues and mental health policy in England

### **Skills and experience you may be looking to improve**

1. Experience of liaising with senior business professionals
2. Experiencing of leading a small project and using project management principles
3. Experience of writing corporate materials for a public audience
4. An interest in developing a career within the voluntary sector.