



## Volunteer

### Therapy Services Administrative Support

Hull and East Yorkshire Mind are looking for a volunteer to take on an administrative role within our Therapy Services team. In this position, you'll assist with various tasks such as preparing letters, managing client documents, and updating data. This role offers a valuable opportunity to develop skills while supporting a meaningful cause.

#### What Tasks Are Involved?

You will assist our Therapy Services team with various tasks, which may include:

- Preparing letters to send to clients
- Uploading client documents to the organisation's management system
- Entering data into Excel spreadsheets and maintaining records
- Providing general administrative support for the Therapy Services team

#### What Skills and Experience Do I Need?

- Strong organisational skills
- A professional attitude
- Good IT skills, including familiarity with Word and Outlook
- A willingness to learn new skills
- Flexibility in handling different tasks

#### What Do I Gain?

- A deeper understanding of mental health and its effects on individuals
- Enhanced organisational and communication skills
- Experience working in an administrative role
- The chance to be part of a supportive team and meet new people
- Ongoing guidance and support from the Volunteer Coordinator and team
- Opportunities to connect with others in similar roles
- Paid expenses, training, and induction
- The chance to contribute to a well-recognised organisation and make a positive difference to others' wellbeing

#### What happens next?



Telephone: 01482 240200  
Email: [volunteering@heymind.org.uk](mailto:volunteering@heymind.org.uk)  
Website: [www.heymind.org.uk](http://www.heymind.org.uk)