

Administration Volunteer

Oxfordshire Mind is a mental health charity. We're here to make sure anyone with a mental health problem has somewhere to turn for advice and support.

Supporting staff, volunteers help to provide a high quality service. Roles are varied but include:

- Using Microsoft Office to keep up to date records
- Volunteering as part of an office-based team at Oxfordshire Mind
- Data entry and research
- Updating records on Oxfordshire Mind's database
- Communicating information about relevant services by letter and email

We ask for a commitment of 1 morning or afternoon per week, for a minimum of 3 months.

Do you want to support a charity while developing your office skills? Are you organised, computer literate and a good communicator?

This opportunity is ideal for someone wanting to gain experience in an office environment while supporting the work of a charity.

Full training is provided (see below), 2 references and an Enhanced DBS check are required.

For more information please contact: volunteering@oxfordshiremind.org.uk

Oxfordshire Mind
Induction Training
(1 day)



Office and Service
Induction