**Wanted - Volunteer to help develop a Resource Pack**

Holloway Neighbourhood Group’s Stress Project is seeking a volunteer to help us to develop a resource pack. The pack will include information about local services, activities and events to support people who experience mental health issues.

The Stress Project is a community based mental health service, were we provide affordable counselling, complementary therapies and social support. Our new Resource Pack will help us to better signpost our service users to the support they need.

**Hours:** We expect this project to require a maximum of 7 hours a week over 6 weeks. Working times are very flexible, however, they must be during our office opening hours - Monday to Thursday 9.30-5pm.

**Location:** The Stress Project, 2 Shelburne Road, N7 6DL.

**We are looking for someone who:**

* Has good research skills
* Is well organised and able to use office systems such as Microsoft Office
* Can communicate clearly and professionally on the telephone.
* Is available to work on this project between March and May 2016
* Has an understanding and awareness of Mental Health

**Duties will include:**

* Research services, activities and events across the both the statutory and voluntary sectors
* Collecting relevant information and establishing filing systems and procedures for updating the Resource Pack
* Updating our notice boards

**What you will get in return:**

* Experience of working in a mental health setting
* Opportunity to find out more about health and wellbeing services in the local area
* An opportunity to develop administration, research and communication skills
* Training, reimbursement of travel expenses, and lunch if you work a full day

**To apply, please contact** **carol@hng.org.uk** **020 7700 3938**

 