

**Vacancy for Stress Project - Volunteer Administrative Assistant**

The Stress Project is a therapy centre based in Holloway that focuses on low-cost mental health therapeutic services such as Counselling, Mindfulness and Complementary Therapies. It is part of Holloway Neighbourhood Group - a small, local charity that works extremely hard to provide the best services possible in partnership with local people.

Holloway Neighbourhood Group is committed to inclusion and racial justice and welcomes applications from people from diverse backgrounds, ethnic minorities, lived experiences of mental health conditions, and people returning to work.

**Hours:** Varied. Monday to Thursday 9.30 am to 5 pm.

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

**We are looking for someone who:**

* Has experience in using IT for administrative purposes
* Has good written and spoken English skills
* Is friendly and approachable, and sensitive to the range of abilities and needs of the people that we support
* Can maintain confidentiality and deal with any sensitive or difficult conversations with tact
* Is available for at least a day per week, during the above hours – or nearly a full day.
* Understanding and awareness of Mental Health

**Duties will include:**

* Responding to general enquiries received by email, telephone and in person
* Assisting members of staff, therapists and hirers with room bookings and maintaining systems for recording this information
* Undertaking daily maintenance inspections of the building and carrying out daily maintenance tasks such as laundering towels, watering plants and taking out the recycling
* Helping to design publicity materials and disseminating them in the local area
* Assisting with updating our website and social media sites
* Handling petty cash and processing client fee payments
* Using office systems and documents, which include Microsoft Word documents, Excel spreadsheets and our database

**What you will get in return:**

* Experience of working in a mental health setting
* An opportunity to develop a wide range of administration and customer service skills
* Training, reimbursement of travel expenses, and lunch if you work a full day.

**To apply, please contact** [**daniel@hng.org.uk**](mailto:daniel@hng.org.uk) **call** **0202 700 3938 or fill out the application form below.**



### **Volunteer Application Form**

YES, I am interested in volunteering with The Holloway Neighbourhood Group

|  |  |
| --- | --- |
| 1. Please state the volunteer post that you are interested in: |  |

2. Your Contact Details (Block capitals, please)

|  |  |
| --- | --- |
| Your name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | | |
|  | | |
| POSTCODE |  |

|  |  |  |
| --- | --- | --- |
|  | Telephone Number: |  |
| Email: |  |

**Please indicate if you would prefer to be contacted by telephone or email*?***

**Please outline what your availability is for this role*?***

3. If you have any qualifications, please write them here

***please continue over . . .***

4. Please tell us about the skills and experience that will make you a good volunteer in this position. Remember to tell us about any work history or life experiences where you used those skills. Include unpaid work and any caring responsibilities.

**5. Because of the nature of our work with vulnerable people, we will apply for a DBS check for this position. Please indicate whether you already have an Enhanced Adult Workforce DBS certificate dated within the last 3 years.**

**6. Please provide the names and addresses of two referees, one of whom should know you in a professional capacity if possible.** (block capitals):

|  |  |  |  |
| --- | --- | --- | --- |
| Referee 1 |  | 2 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Address 1 |  | | 2 |  | | |
| POSTCODE: |  | POSTCODE: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone 1 |  | 2 |  |
| Email |  |  |  |

What is your relationship to the referees?

|  |  |  |  |
| --- | --- | --- | --- |
| 1 |  | 2 |  |

**7. I confirm that the information given on this form is correct to the best of my knowledge.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please return this form email to:** [**daniel@hng.org.uk**](mailto:daniel@hng.org.uk)

We are GDPR compliant, for our privacy policy please refer to [www.hng.org.uk/privacy](http://www.hng.org.uk/privacy)