

Volunteer Person Specification

Role Title: Research Administration

Department: Research

Date: 1st Feb 2019

Role Summary: To assist the Research Co-ordinator with research administration; handling spreadsheets, data input and filing

Main Duties and Responsibilities:

Handling research and evaluation data from Suffolk's Mind's services: filing, spreadsheet management and data input

Days/hours for role: Flexible with a minimum of 3 hours per week.

Location: Ipswich or Felixstowe

DBS Check Applicable: N/A

<i>Attributes</i>	<i>Essential Criteria</i>	<i>Desirable Criteria</i>
<i>Skills & Abilities</i>	<ol style="list-style-type: none"> 1. Good attention to detail. 2. Good written and spoken English. 3. Good listening skills. 4. Ability to work with Microsoft Excel. 	<ol style="list-style-type: none"> 1. Reliable with good time keeping.
<i>Knowledge & Experience</i>	<ol style="list-style-type: none"> 2. Experience of working with personal/sensitive information. 	<ol style="list-style-type: none"> 1. Experience with spreadsheets.
<i>Attitudes & Values</i>	<ol style="list-style-type: none"> 3. Interest in mental health and wellbeing. 	

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