

Volunteer Role Specification

Role Title: Administrator
Department: Community Services
Date: April 2026

Role Summary:

Our mission is to make Suffolk the best place in the world for talking about and taking care of mental health.

To help us on that mission, we're looking for a volunteer with great admin and organisational skills to join our friendly team based in Bury St Edmunds.

The role will involve inputting all new referrals received in the week into our database for community services, sending confirmation emails to clients and filing responses. Full training and support is provided.

Days/hours: Monday for 2+ hours
Location: Bury St Edmunds
DBS Check: No, not necessary

<i>Attributes</i>	<i>Essential Criteria</i>	<i>Desirable Criteria.</i>
<i>Attitudes and Values</i>	<ul style="list-style-type: none"> • A willingness to learn • Friendly, team-player • Interest in mental wellbeing 	<ul style="list-style-type: none"> • An interest in the charity sector and/or a desire to help others
<i>Skills and Abilities</i>	<ul style="list-style-type: none"> • Good communication skills • Accurate; good attention to detail • Working knowledge of Microsoft Office and Outlook 	<ul style="list-style-type: none"> • Previous experience in an administration role

Enquiries to: info@suffolkmind.org.uk or 0300 111 6000