

Volunteer Role	Administrative Assistant
Location	Basildon and / or Rochford
Job Description	<p>ESTEP provides a NICE recommended service for clients presenting with their first episode of psychosis. The service includes care coordination, medication. Psychological therapy, family interventions, carer's support and education, physical health support and employment support. To monitor the effect of the service and to improve our core functions, information about these different aspects of the service needs to be collected and occasionally compiled into reports.</p> <p>The volunteering position available within both teams would primarily involve collecting data from staff and inputting it into excel spreadsheets. It may also include other administrative duties such as filing, updating resource lists, compiling information packs, and sourcing updated information or resources from staff.</p> <p>The role could be completed by one person willing to volunteer at either sites or alternatively two volunteers each based with a team. Hours would be to suit the volunteer. Each team would need a volunteer 1-2 days per week or both teams would need a single volunteer available 3-4 days per week.</p> <p>Due to mandatory meetings and limited space on Mondays and Friday mornings, the volunteers would ideally come in on Tuesday, Wednesday and Thursday. However this can be reviewed if necessary.</p> <p>Support and supervision will be offered to the volunteer/s to ensure integration in the team, assistance as needed and development of any related skills.</p>
Additional Info	<p>Knowledge and previous experience working with Word, Excel and Outlook required.</p> <p>The volunteer would be comfortable and able to be in a busy office environment.</p> <p>We ask the volunteer/s to demonstrate the Trust's corporate values of Open, Compassionate and Empowering.</p>
How to Apply	<p>Contact the Trust Volunteering Team on:</p> <p>Tel: 01268 739 600 Email: epunft.businesssupport.volunteering@nhs.net</p>