

Volunteer Role Profile

Volunteer Role

Sussex Mindfulness Centre Volunteer

Volunteer Manager

Natalie Poland

Where you will be based

Community

Why we want you

The Sussex Mindfulness Centre aims to improve the wellbeing and mental health of all people who can benefit from mindfulness. We do this by running mindfulness and compassion programmes, training teachers, and conducting research. This role will help the Communications Lead, Business Development Manager and Administration Manager in their work.

What you will be doing

- To check with your supervisor about priorities and any issues the volunteer should be briefed about
- To make changes, post documents and update the website, as requested;
- To organise the print and production of materials
- To post news and events on social media
- To manage technical hosting of events on zoom
- To support the smooth running of SMC events and trainings
- To support the communications lead with tasks to promote mindfulness teacher training, mindfulness courses, conferences and masterclasses
- To pitch in with other tasks as needed
- To undergo training and supervision as required

The skills you need

- Excellent written English
- Computer, website and social media skills
- Organisational skills
- Attention to detail
- Understanding / experience of mindfulness desirable, but not essential
- An ability to act on own initiative within the role description
- A willingness to be flexible and to follow the guidance of a placement supervisor
- A commitment to the trust's equal opportunities and diversity policies
- A willingness to abide by the Sussex Partnership volunteer guidelines, including rules on confidentiality, health and safety, safeguarding adults and children and manual handling
- To be willing to receive training any areas as appropriate to the volunteer role

What's in it for you

- Increase your social and relationship skills
- Gain career experience
- Volunteering provides a sense of purpose
- Support and training provided
- Increases self-confidence

Disclaimer

No applicant will be unfairly discriminated against on account of their age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership/stewardship