

**Role Description**

Project Learning and Evaluation Volunteers

<b>Employer:</b>	Blackfriars Settlement
<b>Responsible to:</b>	Ad Christodoulou
<b>Service area</b>	Mental health and Well-being service
<b>Employments Status:</b>	Volunteer
<b>Duration:</b>	Minimum of 3months
<b>Availability:</b>	Tuesday Wednesday or Thursdays

**Role summary:**

We believe our Mental health and wellbeing service is an amazing, supportive, creative, nurturing and friendly project for people facing mental health challenges, but we need evidence to show that we are making a difference in people's lives, by collecting regular service user feedback, success stories, challenges and insights about the groups we run and the project.

We are looking for volunteers who can spare a few hours each week to be with and speak with our service users, interview, record good news stories, report on events, and gather insights to help us record and show the value of the project, learn, and continue to improve.

**Responsibilities:**

- Engage with service users and groups and activities.
- Prepare and help service users complete feedback forms and questionnaires.
- Arrange and lead service user planning and consultation groups.
- Prepare written minutes and records of meetings.
- Record and collate feedback and data into IT spreadsheets and Docs

**Role requirements:**

- Warm, welcoming, calm attitude, and friendly personality
- Good listening and communication skills
- Flexible and able to take initiative.
- Good IT skills

**What you will gain:**

The volunteer will gain experience of working in the mental health field within a community organisation. This is an opportunity to practice and develop communication and evaluation skills as well as helping to make a difference in the community and improving the lives of our members. Volunteering at Blackfriars Settlement will give the volunteer some knowledge and experience of working in the voluntary sector.



CHANGING LIVES TOGETHER

If you would like to become part our charity dedicated to serving our local community, please contact us for an application form by emailing [eva.henry@blackfriars-settlement.org.uk](mailto:eva.henry@blackfriars-settlement.org.uk) or calling 0207 960 4619. Alternatively you can download the application from our website.