



Role title:	Hub of Hope Volunteer
Reporting to:	CEO
Hours:	Expectancy of approx 3-5 hours per week. However, we understand that volunteer's commitments may change over time and we will work flexibly with you to find a solution that is best for all parties.
Salary:	Volunteer Role
Location:	This role would be remote based and you would require your own computer and internet connection.

Project Description

The Hub of Hope is a first of its kind digital platform that brings grassroots and national mental health services together in one place for the first time. Using the location of the web browser or mobile device, the cloud-based web application allows anyone, anywhere to find the nearest source of support for any mental health issue, as well as providing a direct link to the Samaritans and Crisis Line text service. It is available in the App store and in the Play Store, as well as online at **hubofhope.co.uk**.

The Hub of Hope has developed into the UK's most comprehensive mental health support database of its kind, and since its launch in July 2017, it has signposted more than 40,000 people to life-changing and life-saving support. It is now a vital tool for a whole range of mental health organisations such as Papyrus, Samaritans and Rethink Mental Illness as well as NHS Trusts and Emergency Services across the UK.

In 2018, Chasing the Stigma and the Hub of Hope were winners of BIMA, Charity Times and 3rd Sector Care awards

Purpose of Role

To administer the entry and maintenance of data within the Hub of Hope, ensuring information is valid and correct as well as finding and inputting new data.

Main Duties

- Ensure the information for services currently stored on the Hub of Hope is correct and up to date.

- Find and input services currently not on the Hub of Hope.
- Undertake database housekeeping procedures such as cleaning and compacting the database, identifying and merging duplicate records, removing or archiving redundant data and similar tasks to ensure the efficient operation of the system and accuracy and reportability of all records held.
- Keeping an accurate record of all new and updated data on the Hub of Hope, reporting directly back to the CEO.

Desirable Skills

- Experience in admin and data entry
- Confidence when working with software and programmes such as Microsoft excel
- An enthusiasm for Chasing the Stigma's work and helping others get involved.
- Ability to work within Chasing the Stigma's guidelines and values
- Attention to detail
- Ability to stick to deadlines and processes when work alone
- Honesty, integrity, commitment and reliability.

Volunteering Benefits

Chasing the Stigma is an award winning, national mental health charity, registered number 1170757.

We are trying to do things differently by humanising and normalising mental health, saying we have been there, we understand. By creating the Hub of Hope, we have revolutionised the way in which people seek help for their mental health in the UK.

The Hub of Hope is the UK's biggest and most comprehensive mental health signposting tool and has become an invaluable service for mental health charities, NHS trusts and emergency services throughout the country.

Despite this, the Hub of Hope's existence depends entirely on public donations. By volunteering your time to Chasing the Stigma, you can help make a direct difference to thousands of people in the UK, who don't know where to turn.

Chasing the Stigma would help work with you to ensure you are fully prepped and equipped when working on the Hub of Hope System.

We would be happy to provide references to anybody needing one following your time volunteering.

If interested, please complete the application form and send to hubofhope@chasingthestigma.co.uk