**Job Title**: Essex Map Volunteer Admin

**Line Management:** Essex Alliance Project Lead

**Location**: From home

**Hours:** To be agreed (preferably at least 2 hours pw)

**Length of Service:** To be agreed (can be just during COVID-19

outbreak, or may continue after)

**Starting Date:** ASAP

Mind in West Essex is recruiting this volunteer position on behalf of The Essex Alliance, a co-operative group which aims to raise awareness of community and voluntary sector organisations of Essex.

The Essex Alliance launched The Essex Map ([www.EssexMap.co.uk](http://www.EssexMap.co.uk)) in 2019, in order to promote the groups, services, and activities in Essex which focus on community rather than making profit. Following the outbreak of COVID-19, The Essex Alliance is working with Essex County Council and other key partners in the county to co-ordinate offers of support to those who are self-isolating.

Because of this, The Essex Alliance are looking to recruit volunteers who can work from home to populate The Essex Map with relevant listings (pending approval from the Project Lead) so that residents are kept informed of what is available to them.

**Benefits of Volunteering**

As this role will be hosted by Mind in West Essex, successful candidates will be eligible to claim time credits for each hour volunteered, which can be used for courses with Adult Community Learning (ACL) in Essex, fitness centres and activities, and even tickets at venues such as Harlow Playhouse.

“Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.” – Unknown author

**Purpose of the Role**

The main objective of this post is to play a key role in the administration of The Essex Map, and thereby improving its usefulness.

This will include sourcing content for The Essex Map from social media platforms such as Facebook, Twitter and Instagram and then liaising with the organisations to creating a listing for their offering on The Essex Map. These listings will normally be restricted to charities, social enterprises and community groups, but during the coronavirus outbreak the platform has been extended to include profit-focussed organisations who are offering key services in the community such as deliveries to those who are self-isolating, home school assistance, business support, and activities that adhere to the social distancing guidelines from NHS and WHO.

**Roles and Responsibilities**

* Be a champion for The Essex Map, and encourage others to use the platform
* To provide support to the Project Lead and the Administrator of The Essex Alliance
* Maintain strict confidentiality of all persons who are members of The Essex Alliance
* As this role is being recruited by Mind in West Essex, the successful candidate must adhere to the policies and procedures of Mind in West Essex, as well as maintaining strict confidentiality of all persons using any Mind in West Essex Service at all times

**PERSON SPECIFICATION**

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|  **Essential Criteria;*** Self-motivated with the ability to manage own workload
* Good IT skills e.g. Microsoft Word/Excel, Google docs with the willingness to undertake training to use other systems
* Good organisational skills

**Desirable Criteria;*** Well-connected in local community
* Knowledge or experience of the VCSE sector
* Experience of using Wordpress content management systems
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This role description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.