



Volunteer Events Coordinator

Role Description

Role Location: Online (1 year)

Name of Supervisor: Dzmitry Karpuk

Typical role hours: 5-10 hours/week (min 1 hour daily from Mon to Fri)

Main Purpose of Role

- ❖ To provide ad-hoc support with replying to emails from people using our services and general enquiries (concerning bookings of online courses, conferences, webinars, workshops, helping members to access the CTI website).

We are getting busier at CTI and are looking for someone to join our team to support us with communication tasks. We are looking for someone enthusiastic, with good communication, interpersonal and administrative skills. The working hours are very flexible and you would be required to deal with email enquiries from Monday to Friday - this will amount to about an hour a day. You can work to suit your own timetable most of the time - we might require you to be available at certain times but will let you know in advance. Spread the word and email us on info@complextraumainstitute.org if you're interested.

Main Role Responsibilities

- Overseeing and managing emails from Mon to Fri (flexible hours - around 1 hour, emails need to be answered within 24h). Support with replying to emails from people using our services and general enquiries (concerning bookings of Online CPTSD course, conferences, webinars, workshops and helping people to access the CTI website). Please be aware that there is another person who will be supporting this process so you can always forward complex issues to that person.
- Time to time to support with proof-reading documents.
- Ideally assisting Zoom webinars (1.5 h on the last Sat of the month - 4 events per year), it includes supporting trainers (technical support)

Desirable skills/experience

IT competance

Mental Health training or working experience (including mental health professionals in training)

We are particularly interested in people who would consider supporting us as an exchange for learning opportunities e.g. (1 year or more contract)

Benefits:

- Attending 1 year CPTSD course (£1100); or any of our CPD workshops & webinars (online)
- Access to CTI website learning resources, materials, videos etc. , webinars, conferences

- and more support with learning trauma informed interventions