

Stay Alive Database Administrator **Volunteer Position**

Hours: Flexible – to be discussed – approx. 1-2 hours per week

Duration: 6 months minimum

Location: From home

Accountability: Responsible to Digital Officer

About Grassroots Suicide Prevention

Grassroots Suicide Prevention (GSP) is a national charity committed to the timely intervention and prevention of suicide. We work to empower people to help save lives through connecting, educating, and campaigning nationally. Our vision is a future where more lives are saved from suicide.

The Stay Alive app

The Stay Alive app is a pocket suicide prevention resource, packed full of useful information to help you stay safe. It can be used by individuals having thoughts of suicide or those concerned about someone else who may be considering suicide.

In addition to the Find Help Now section - a searchable database connecting people to crisis support - the app also includes a safety plan, customisable reasons for living, and a LifeBox where people can store photos that are important to them.

Stay Alive has been downloaded over 830,000 times and the Find Help Now section is the most used feature with a total of 82K users accessing life-saving support.

The role

We are looking for a passionate and dedicated volunteer who will help us maintain the high standards of our Stay Alive app, with a specific focus on the Find Help Now section. We signpost to 780 resources, which are a variety of NHS and third-sector organisations, and we are looking for someone to lead on ensuring this information is up to date, aiming to review all entries every three months.

The role will involve checking website links, contact information, and any changes to service information. The volunteer will maintain an online spreadsheet recording any changes that need to be made and may be responsible for contacting service providers to ask for further information.

Main duties and responsibilities:

- Checking the accuracy of information included in the Find Help Now section
- Sourcing up to date information and recording this on an online spreadsheet
- Acquiring provider logos and resizing them for our database
- Recording new services to be added onto the app
- Contacting and building relationships with service providers
- Other Stay Alive related tasks, as opportunities develop

This role would suit people:

- With an interest in protecting people and their communities from suicide, self-harm, and mental health problems
- Wanting to volunteer on a flexible basis at a time that suits them
- With good interpersonal and communication skills
- With administrative skills and ability to prioritise tasks
- With good attention to detail

What we can offer:

- A friendly and growing team of passionate staff and volunteers
- A comprehensive induction to Grassroots Suicide Prevention and relevant policies to the role
- Suicide prevention and mental health first aid training
- Knowledge of digital and charity administration

How to apply

Please email a cover letter explaining why you'd like to apply for this position and CV to drew@prevent-suicide.org.uk. The deadline for applications is Sunday 12th May 2024 but we will be meeting with potential applicants on a rolling basis, so the role may be filled at an earlier date.