

## Mental Health Network Administrator

15—20 hours per week

£17,500-£19,000 pro rata

(fte 40h) 1 year fixed term contract

**Do you have excellent communication, organisation and computer skills? Are you caring, flexible and able to work with a wide range of people? If so, you could be just the person we're seeking.**

COMMUNICARE is a church supported social outreach charity working across the city. We seek to serve the vulnerable in our community by providing practical help and friendship. The charity is extending its work in encouraging Southampton to become a Mental Health friendly city through the recently formed Southampton Mental Health Network and is now seeking an administrator to support this area of activity.

- **Assist with the development of good practice in the network**
- **Create and maintain primarily computer based records**
- **Make records of meetings**
- **Contribute to good communication**
- **Assist with the preparation of reports**
- **Assist with all aspects of organising & delivering events**

For details visit: [www.communicareinsouthampton.org.uk](http://www.communicareinsouthampton.org.uk)

**Please send a CV & cover letter to:**

Annie Clewlow

[manager@communicareinsouthampton.org.uk](mailto:manager@communicareinsouthampton.org.uk)

Closing date for applications: **Monday 3rd June 2019**

Interview dates: **Thursday 13th & Friday 14th June 2019**