

Job Description – Administrator for Southampton Mental Health Network (SMHN)

Responsible for	Admin & practical support for the development and maintenance of the Southampton Mental Health Network
Salary	£17,500 - £19,000 pro rata (fte 40h/week)
Hours of work	15 - 20 hours per week; occasional evening and weekend working
Location	Voluntary Action Centre, St. Mary's with travel to activity areas
Main Purpose	Record keeping and other admin & practical duties for the Southampton Mental Health Network

Principle Accountabilities:

Working as a member of the Communicare Team with a specific focus on the development of the Southampton Mental Health Network to deliver the following areas of activity

1. Network development

Providing admin support for the activities of the Mental Health Network:

- Assist with production of policies, procedures, risk assessments & other related documents
- Maintain accurate records of meetings and financial activity related to the Network
- Assist with smooth communication within the organisations and with external organisations and individuals.
- Maintain accurate records of members & outside contacts.
- Assist with the preparation of reports & grant applications.

2. Event Organisation

Supporting the wider Communicare & Network teams with:

- Booking venues, enrolling participants and other administrative tasks
- Advertising and marketing
- Attending events to assist with smooth running

3. Volunteers

- Development and regular updating of office data systems relating to volunteers
- Ensure appropriate volunteer documentation (DBS, references, ID badges) is completed for new volunteers & uploaded onto office data systems

4. General

- Ensuring that all activity complies with Communicare's policies and procedures
- Supporting and providing cover for colleagues
- Performing any other tasks as reasonably directed