

Mental Health Network Administrator

20—25 hours per week

£18,600-£19,000 pro rata

(fte 40h) 9 months fixed term contract

**Do you have excellent communication 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 has extended its work in encouraging Southampton to become a Mental Health friendly city through the Southampton Mental Health Network and is seeking an administrator to support this area of activity.

As Administrator you will:

- 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 & the online application form visit:
www.communicareinsouthampton.org.uk

Closing date for applications:

Noon on Wednesday 30th June 2021

Interview dates: **Monday 5th—Friday 9th July**