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

**Responsible for** Admin & practical support forthe development and maintenance of the Southampton Mental Health Network

**Salary** £18,600 - £19,000pro rata (fte 40h/week)

**Hours of work** 20 - 25 hours per week; occasional evening and weekend working

**Location** Amplevine House, Dukes Road, SO14 0ST with travel to activity areas. Some home-based work if appropriate

**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.

1. **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

1. **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