

Person Specification – Administrator for Southampton Mental Health Network (SMHN)

Person Specification

Essential

- Ability to work independently, prioritising own workload and managing time effectively
- Ability to build effective working relationships with a variety of organisations and people both in person and online
- Good interpersonal and listening skills
- An understanding of mental health and wellbeing
- Understanding of confidentiality and its importance
- Good verbal and written communication skills
- Working knowledge of Microsoft programmes, including email, Word, Excel and Sharepoint (or other file management systems)
- Prepared to work flexible hours at a variety of locations
- Ability to be adaptable; to think and act in a flexible manner and be emotionally resilient.
- Empathetic, enthusiastic, organised and outgoing

Desirable

- Confident user of Microsoft 365 including basic admin tasks such as resetting passwords or assigning user permissions
- Understanding of social media
- Experience of organising both in person and online meetings
- Experience of website management
- Car driver with own transport
- Experience of working with volunteers
- Comfortable with the Christian ethos of Communicare in Southampton