

## Guidance to candidates applying for our Southampton Mental Health Administrator Post

In the first instance we ask you to complete the online application form.

We will use this to carry out shortlisting soon after the deadline at noon on Monday 11<sup>th</sup> May.

Outcomes will be sent as soon as possible by email.

Candidates who are invited through to the next stage of the recruitment process will be asked to provide a cv and cover letter with any additional information to help us in decision making, so we recommend having this ready to send through when requested.

The final shortlisted candidates will be invited to attend an interview:

At 6 Northlands Road, Southampton, SO15 2LF (first floor)

This will include:

- A computer/IT assessment
- An interview with a panel including Trustees

The interview process will take place on the afternoon of Tuesday 19<sup>th</sup> May 2026.

We are offering this job at 30 hours a week but are willing to consider some variation in this to suit individual preferences.

For the successful candidate the pattern of hours to be worked are negotiable. However, we would require those hours to be spread over at least 4 days of the week and a degree of flexibility to work outside of the normal timetable will be necessary. The number of hours each day could vary.

We hope this will help you to decide whether the role is for you!

If you have any questions please contact Annie Clewlow by email:

**[manager@communicareinsouthampton.org.uk](mailto:manager@communicareinsouthampton.org.uk) or call 07857 650707**

bearing in mind that she works part time and is often involved in meetings. Please do leave a message if necessary and she will get back to you.