

Job Description –Southampton Mental Health Network (SMHN) Administrator

Responsible for	Coordinating and delivering admin & practical support for the development and maintenance of the Southampton Mental Health Network
Salary	£12.75/h
Hours of work	30 hours per week; occasional evening and weekend working
Location	6, Northlands Road, SO15 2LF (first floor) with travel to activity areas. Some home-based work if appropriate
Main Purpose	Organisation and delivery of record keeping and other admin & practical duties for the Southampton Mental Health Network.

The post holder will be responsible for setting a timetable in consultation with the Manager, which will vary to accommodate relevant tasks. Activities may be delivered in partnership with other organisations.

Principle Accountabilities:

1. Data Entry

- Maintain accurate records of members, meetings and financial activity related to the Network
- Assist with production of policies, procedures, risk assessments & other related documents
- Assist with the preparation of reports, grant applications and other monitoring documents.

2. Network Development

- Organise in person and online meetings
- Organise and facilitate networking events
- Work with partners across citywide projects, including strategy delivery, communications and research

3. Website and Communications

- Create, manage and upload web content
- Produce a weekly newsletter
- Liaise with PR Agency to ensure that all external communications are in line with the PR strategy

4. SMILE (Southampton Mental Illness Lived Experience)

SMILE empowers people with lived experience to contribute to planning strategy and service provision. It is not a support group.

- Provide administrative and practical support to members and leaders of the group
- Book venues, source appropriate speakers and assess risk.
- Empower members and leaders to make choices about the direction of the group, ensuring that it is in line with the vision of SMILE

5. Media

- Coordinate photos, quotes and press releases in partnership with PR Agency

- Facilitate interviews for TV and Radio in line with the PR Agency for Network members and Partners

6. Event Organisation

- Represent the network at local events e.g. a stall at a Community Wellbeing Event
- Book venues, enroll participants and other administrative tasks.
- Attend to assist with smooth running
- Support with advertising and marketing

7. General

- Ensure all activity complies with Communicare and SMHN policies and procedures
- Support and providing cover for colleagues
- Perform any other tasks as reasonably directed