

# Southampton Mental Health Network Administrator

30 hours per week, negotiable.

£12.75 p/h

Initially 1 year fixed term contract



SOUTHAMPTON MENTAL HEALTH NETWORK

Working Together

**Communicare**  
in Southampton

*...helping neighbours in need*

Charity No. 1110427

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**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. Communicare is hosting SMHN (Southampton Mental Health Network), a charity registered in Sept22 that has a vision to make Southampton a mental health friendly city. We are seeking an administrative coordinator to support this area of activity.

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.

## **As an administrator you will:**

- Organise and make records of meetings (online and in person)
- Assist in preparing reports, grant applications and other monitoring paperwork
- Create, manage and upload web content
- Produce a weekly newsletter
- Organise and facilitate networking events
- Attend citywide, strategic and members events as a SMHN representative
- Provide administrative and practical support to SMILE (lived experience group)

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For details & the online application form visit: [www.communicareinsouthampton.org.uk](http://www.communicareinsouthampton.org.uk)

Closing date for applications: Noon on Monday 11<sup>th</sup> May 2026

Interviews will be held on Tuesday 19<sup>th</sup> May 2026