**Job Description - Team Administrator**

**About Sheffield Flourish**

Sheffield Flourish aims to support people living with mental health conditions to use their skills, ideas and talent to build the lives they wish to lead.  We are committed to making the most of the assets in our community, working collaboratively with our community wherever possible. We use digital wherever it works, but also recognise the need for face to face interactions. 

We aim to build confidence, improve wellbeing, increase understanding of mental health issues, challenge stigma, and reduce social exclusion and isolation. Our values are very important to us and run through all of our activities:

* We stand for hope and positive change
* We engage critically and constructively with key issues in mental health
* We are realistic about the barriers and exclusions which people living with mental health conditions have to face
* We strive to be inclusive and respectful
* We value the knowledge, ideas, and skills of people living with mental health conditions
* We are innovative and creative

We are a small hard-working team, ambitious for change and keen to make a significant positive impact on mental health in Sheffield.

As an organisation we are committed to the following principles in recruitment to ensure we can effectively achieve our aim of providing equal opportunities:

* We recruit for potential, not perfection
* We are a values-based recruiter
* We value lived experience as a demonstration of capability for a role
* We only utilise truly “essential” criteria in recruitment

**The Role**

Our Team Administrator will join our small and supportive team, providing administration support for all staff members across a wide range of activities. The successful candidate will help us deliver our core activities to a high standard, and help us run an efficient and organised office.

The role involves carrying out a range of administration tasks including finance and governance administration support, monitoring and evaluation, support for events and other general administration tasks as required.

We are looking for candidates with an understanding of and commitment to our values (see above).

**Key responsibilities**

**Hours:**30 hours per week

**Salary:**£18,562 (pro rata)

**Contract:**Permanent

**Responsible to:** Managing Director

**1. General Administration Support**

* Collecting post and managing and administering correspondence.
* Providing a welcoming key point of contact for Sheffield Flourish and managing general email and phone enquiries.
* General office management including keeping the office tidy, photocopying, filing, post, and stationary.

**2. Finance – supporting Finance Officer**

* Provide finance and governance administration support including the maintenance of paper records and the updating of computer-based records. This will include payments and receipts, policy documents, timesheets and petty cash.
* Supporting the whole organisation in the administration of the monitoring and evaluation framework, e.g. inputting monitoring forms.

**3. Organising workshops, events and meetings**

* Provide a responsive, confidential and professional admin service for the team.
* Organisation of meetings, including booking rooms and refreshments and working with leads to produce the agenda, ensure papers are sent out on time and recording meetings.
* Administration support for a range of events and meetings including being the key contact for queries, administering invitations and registrations and organising venues, refreshments, equipment and materials. This may include the occasional early evening meeting.
* Occasional representation of Sheffield Flourish at events and meetings.

**3. Digital support**

* Support with updating and maintaining the Sheffield Flourish and Sheffield Mental Health Guide websites.
* Support with social media, including scheduling posts, responding to comments, and supporting with one-off tasks.

**4. Personal Development**

* Keep up to date with current developments communications and office administration.
* Commitment to engaging in support and supervision with the Managing Director.

**5. Culture and policies**

* Implement the policies and procedures of Sheffield Flourish including health and safety legislation and support and development of staff and volunteers.
* Work with volunteers in accordance with the culture, values and policies of Sheffield Flourish.

**Person specification**

You will need to demonstrate evidence of the following attributes, skills, knowledge and experience:

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| **Attributes, skills, knowledge and experience** | **Essential/Desirable** |
| Excellent general office and finance administration skills | Essential |
| Strong track record in organising meetings and note taking | Essential |
| Excellent interpersonal skills including the ability to communicate with a wide range of people | Essential |
| Excellent organisational skills, including the ability to efficiently manage time and priorities | Essential |
| Comfortable working in a flexible workplace with a small, independent team | Essential |
| Experience in using digital technology including the Microsoft Office, Zoom and other web-based software | Essential |
| Commitment to equal opportunities, and the aims and values of Sheffield Flourish | Essential |
| Willingness and ability to work occasional early evenings as required | Essential |
| An understanding of mental health and/or personal experience | Essential |

**To apply**

For further information and to download the application form please visit the website [www.sheffieldflourish.co.uk](http://www.sheffieldflourish.co.uk) or email [info@sheffieldflourish.co.uk](mailto:info@sheffieldflourish.co.uk)

CVs will not be considered, and we can only assess applications which have been fully completed.

Deadline for application: 7th November 9am (applications will not be considered after this date).

Interviews will be held on: Tuesday 19th November