# Bath_Mind_Logo_RGB

# Job Specification

**Job Title:** Office Assistant

**Salary:** £21,000

**Hours of work:** 37.5

**Contract type:** Permanent

**Reports to:** Office Manager

**Location:** Central Bath

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community.  Since then, we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 3,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**Overall Responsibilities**

To manage the central administration of Bath Mind’s day to day office and internal services

To support the Office Manager in the efficient and smooth running of the office services

To assist the training coordinator with training administration and organisation of training sessions

Answering the main office telephone line and responding to general enquiries via email

**Employee Responsibilities**

To adopt a team approach and be a proactive team member

To be non-judgemental and empathetic

To adhere to the policy of confidentiality and sharing of information

To be inclusive and non-discriminatory

To promote positive perceptions of Bath Mind at all times

To liaise with users of Bath Mind services as required

To maintain positive working relationships with other employees and volunteers of Bath Mind

To attend supervision, appraisals and team meetings

To attend training and relevant courses for professional development

**Specific Responsibilities**

To manage the arrangements for maintaining stocks of stationery & office equipment

To liaise with suppliers, compare prices and organise a change of suppliers if required

To ensure meetings and events are facilitated adequately

To support the Office Manager with Health and Safety administration and tasks

To perform any other tasks which are reasonable requests that may be made by the Chief Executive, Directors or Office Manager.

To sort and distribute mail to the appropriate people

To respond to the office door buzzer and telephone and provide assistance as required

To handle and log cash deposits to the office as required

To create forms and templates with the Microsoft Office package

To assist with ad hoc events planning and administration

To support the office team with the development of new processes and procedures

To take meeting minutes at the evening trustees meeting that happens every 2 months

**Benefits**

25 day’s holiday per year + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick pay

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card

Free membership to the [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

**Person Specification**

**Essential Criteria**

* Experience of working in an administrative capacity, in an office-based environment
* Experienced and skilled with the use of IT applications and databases, including Microsoft Office package
* Strong organisational and time management skills
* Strong verbal and written communication skills with a variety of people
* Understanding of mental health
* Self-motivated with the ability to work on own initiative
* The ability to work to deadlines and under pressure
* Excellent interpersonal skills and effective team member
* Clear understanding of confidentiality requirements

**Desirable Criteria**

* Relevant or administration qualifications
* Experience of working within the charity sector
* Experience of working or volunteering within a mental health setting