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**Community Services Mental Health Framework (CSF) for Bath & Northeast Somerset, Swindon & Wiltshire (BSW) for Third Sector Alliance**

**Job Details:**

**Job Title:** SeniorProject Administrator  **Contract:** Fixed Term (Until 31st March 2024) **Hours:** 37.5 Hours per week (Monday – Friday)  **Salary:** £30,000 - £35,000 p/a (dependent on experience)

**Location:** BSW

This is an exciting opportunity to work with the third sector across Bath and NE Somerset, Swindon and Wiltshire (BSW) to support with the project administration of the CSF. The Framework is a transformative approach to providing community mental health services – ensuring we provide aligning primary, secondary and third sector mental health support across the BSW health and social care footprint.

This position will be held with the Third Sector Alliance and the Third Sector Alliance consists of the following partners:

* Bath & NE Somerset – Bath Mind
* Swindon – Swindon & Gloucestershire Mind
* Wiltshire – Alabaré & Rethink Mental Illness

**Key Responsibilities:**

* To be responsible for the collection and distribution of meeting actions, outputs and returns in relation to the CSF and Third Sector Alliance.
* To act as a senior administrative support which will report to all signed partners within the Third Sector Alliance.
* Setting and minuting all alliance meetings and ensuring that minutes are sent out in a timely manner.
* To attend and represent at System and Locality meetings and to share back all minutes and actions.
* To ensure there is accurate record keeping on the Alliance portal.
* To ensure that contracts are up to date and aligned for all partners.
* To support the Alliance executives and managers with admin needs when required.

**Person Specification:**

* NVQ Level 2/3 in Administration or other secretarial qualification.
* Experience of MS office programs and good knowledge of and confident in using Word and Excel.
* Demonstrable experience of being able to undertake a range of administrative procedures.
* Experience of organising and minuting meetings with a range of people including stakeholders and commissioners.
* Ability to organise and prioritise workloads.
* Experience of working collaboratively with a variety of stakeholders and multidisciplinary teams.
* Excellent organisational and communication skills.
* Knowledge of health and social care systems.
* A flexible approach and able to work autonomously and as part of a team

**Conditions of Employment:**

New employees will be subject to a six-month probationary period and will be subject to an enhanced Disclosure and Barring Service (DBS) check and references.