

03 October 2019

Dear Applicant

Thank you for your interest in the post of:

**ADMINISTRATIVE ASSISTANT  
(Ref AABDOct19)**

I enclose the following documents:

- ◆ Application Form *(please download by clicking link on the job vacancy page on our website)*
- ◆ Job Description & Person Specification
- ◆ Diversity Statement
- ◆ Notes On Employing People With A Criminal Conviction
- ◆ Solent Mind Annual Report 2017/2018  
*(please view or download from About Us/Annual Reports and Accounts page on our website)*

**Closing Date: Mon 21 Oct 2019 (Before 9.00am)**

**Interview Date: W/C 28 Oct 2019**

Good luck with your application

Yours sincerely

WENDY KENNARD  
HR & OFFICE CO-ORDINATOR  
SOLENT MIND  
*Enc*



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Registered Office: 15-16 The Avenue, Southampton, Hampshire, SO17 1XF  
Charity Registered No: 1081115 Registered with Limited Liability in England and Wales No: 4004500



## **Solent Mind - Job Description**

**Job Title: Administrative Assistant (Business Development)**

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**Purpose: To support the Workplace Wellbeing Training Team Leader and wider Business Development Team by undertaking day to day administration tasks**

**Reports To: Workplace Wellbeing Training Team Leader**

**Direct Reports: None**

**Key Relationships: Staff in Business Development, Solent Mind and external organisations**

**Location: Southampton**

**Hours: 30 Hours Per Week**

**Salary: £15,833 - £17,052 Pro Rata Per Annum**

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### **Main Responsibilities**

- Manage the day-to-day administration of Workplace Wellbeing Training Team, supporting Team Leader and Trainers.
- To be the main point of contact by telephone and email for all training enquires.
- To respond to day to day training enquiries and book in courses, taking responsibility for co-ordinating external training sessions.
- To input data onto Excel spreadsheet and CRM (in-house data system).
- Prepare training course materials.
- To support the wider Business Development Team with general administration tasks as and when required.
- To assist with events as needed.

- General office duties such as printing, minute taking, report collation, KPI input, filing, letter writing, room booking, etc.
- To undertake specific tasks as specified by the Business Development Director and Fundraising Team.

## **General**

- To uphold the aims and values of Solent Mind.
- To contribute to the ongoing development of the organisation and to best practice.
- Work within Solent Mind policies and procedures.
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.
- All employees have a responsibility to prevent abuse and neglect and report concerns.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current Data Protection Legislation and Security and Confidentiality Policies.
- Undertake not to abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

**This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Solent Mind.**

## Solent Mind - Person Specification

**Job Title:** Administrative Assistant (Business Development)  
**Location:** Southampton

Requirement	Essential or Desirable
<p><b>Qualifications / Education / Training:</b></p> <p>Qualified to a level 2 standard or higher and/or practical experience within relevant working environment</p>	Essential
<p><b>Experience:</b></p> <p>Experience of administration processes</p> <p>Experience of working in mental health or educational setting</p> <p>Understanding of the voluntary sector</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Knowledge/Skills/Competencies:</b></p> <p>Ability to develop effective relationships with a range of stakeholders at different levels</p> <p>Good written and verbal communication skills, including ability to speak up with confidence</p> <p>Excellent planning &amp; organisation skills</p> <p>Good computer skills and the ability to use computer-based information systems including but not limited to: Excel, Word, Powerpoint, CRM</p> <p>Ability to work under pressure and manage own personal stress</p> <p>A flexible and proactive approach to own professional development and a willingness to learn</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>Other:</b></p> <p>Commitment to Solent Mind's values</p> <p>Commitment to Solent Mind's Equal Opportunities and Diversity policies</p> <p>Willingness to undergo a relevant DBS check if required</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

**Date job originated: 01/10/19**  
**Date job reviewed:**  
**Reviewing Manager: Mandy Wiltshire**

## **Diversity Statement**

Solent Mind has made the following key commitments:

- 1.** We will promote a culture which is positive about diversity and equality. All our staff and volunteers take full responsibility for this policy.
- 2.** We will challenge discrimination in our work and use complaints, disciplinary, and harassment policies to back up anti-discriminatory action.
- 3.** We will work supportively with organisations and groups established to promote quality and diversity, including Black & Minority Ethnic groups and anti-stigma initiatives.
- 4.** We will assess the diverse needs of all those who use and seek to use our services.
- 5.** We will provide individualised services which respond to those needs.
- 6.** We will seek to recruit a workforce that reflects the diversity of the communities that we serve, and ensure that prospective and current staff and volunteers are not disadvantaged in recruitment, training or career progression.
- 7.** We will carry out Equality Impact Assessments on our own policies, plans and service designs; and communicate with funders and other stakeholders over our respective Equality Impact Assessments.
- 8.** We will monitor our performance under this policy in the provision of our services and management of staff, and take steps to improve.
- 9.** We will ensure that our people are trained in diversity management and practice.

## Recruitment of people with a criminal record

- As an organisation using the Disclosure & Barring Service (DBS), previously known as Criminal Records Bureau to assess applicants' suitability for positions of trust, Solent Mind complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Solent Mind is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we ask that applicants declare details of any convictions of a criminal offence (as per question outlined below) and send this information under separate, confidential cover with the Application Form. We guarantee that this declaration will only be seen by those who need to see it as part of the recruitment process.
  - ***'Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198'.***
- We ensure that all those in Solent Mind who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders; eg: the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or voluntary service.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.