

**Mind in Mid Herts**

**11 Hatfield Road**

**St Albans**

**Herts AL1 3RR**

**Tel: 01727 865070**

web: www.mindinmidherts.org.uk

email: admin@mindinmidherts.org.uk

Company limited by guarantee

Registered in England and Wales

Reg No 04746078

Reg. Charity Number 1101678

Dear Applicant,

Thank you for your interest in this post of **Spot the Signs Project Administrator/Coordinator.**  This is an important role in our organisation. We welcome applications for job shares.

Please find attached an application pack that I would ask you to complete and return to me either by post to:

Recruitment

Mind in Mid Herts

11 Hatfield Road

ST ALBANS

Herts AL1 3RR

or by email to [recruitment@mindinmidherts.org.uk](mailto:recruitment@mindinmidherts.org.uk) no later than 12 noon Monday 31st January 2022

**Please note interviews will be held on Friday 4th February 2022**

Yours faithfully,

Bal Bhathal

Officer Manager

**JOB DESCRIPTION – Administrator/Coordinator**

**Reporting to:** Head of Training & Development

**Responsible for:** Delivering the Spot the Signs Save a Life suicide prevention training and campaign

**Duration:** 12 month fixed term contract from start date

**Hours:** 37 hours/week (full-time)

**Salary:** £22,000 to *£23,250 p.a. depending on experience*

**Location:** Based in one of our 4 centres with travel across Hertfordshire for training, events and meetings.

**Closing date:** Monday 31st January 2022, 12 mid-day

**Interviews will take place:** Friday 4th February 2022

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Mind in Mid Herts (MiMH) is committed to diversity and equality of opportunity for all and is opposed to any form of less favourable treatment and harassment on the grounds of all the ‘protected characteristics’ as identified by the Equality Act 2010. It is MiMH's intention that this job description is a guide to the major areas and duties for which the jobholder is accountable. However, services will change and the jobholder’s obligations might vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.*

**Background to the Post**

Spot the Signs and Save a Life is a Hertfordshire-wide suicide prevention campaign, launched in 2015. The Project Coordinator is responsible for the administration of the campaign including training, communications and marketing, and raising awareness of suicide prevention. The post-holder will need to be a very well organised administrator with experience in communications and project management.

Spot the Signs and Save a Life was developed as one of four national sites of the ‘Zero Suicide’ programme developed across the East of England and is funded by the East of England Clinical Network and East & North Herts CCG. It was launched by the Hertfordshire Partnership University Foundation NHS Trust (HPFT) and is delivered in partnership with Mind in Mid Herts and Hertfordshire Mind Network. The core objectives of Spot the Signs are to increase awareness and education about suicide prevention among GPs, the general public, and those working in the voluntary sector.

Spot the Signs and Save a Life sits within the Suicide Prevention Network who share the vision to make Hertfordshire a county where no one ever gets to a point where they feel suicide is their only option.

The aims are:

* Improve the skills and confidence of GPs and others in community settings, screening, assessing and managing patients who are suicidal.
* Improve public awareness of suicidality in Hertfordshire.
* Increase referrals of those with depression to the Wellbeing services.
* Challenge the stigma associated with suicide and to promote early intervention within the whole community.

For more information see: <https://www.hpft.nhs.uk/information-and-resources/spot-the-signs/>

**Purpose of Post**

To organise and administer the delivery of the suicide prevention work with key focus on training, awareness and signposting.

**Principal Responsibilities**

* Prioritise the coordination of suicide prevention training for GPs across Hertfordshire (delivered by Hertfordshire Mind Network).
* Organise suicide prevention training for organisations.
* Organise and deliver introductory sessions (30 minutes) to external organisations and hard to reach target groups to promote the campaign and suicide prevention training.
* Ensure all new Mind in Mid Herts staff are aware and are offered the suicide prevention training.
* Implement the communications strategy to raise awareness for suicide prevention (social media, newsletter, webpages, merchandise, events, posters and leaflets).
* Continue to promote ‘Stay Alive’ App and work with Grass Roots and Eastern Academic Health Alliance to monitor the Apps success.
* Manage distribution of official marketing materials (merchandise stock, information packs, stands, pop-up banner and printed materials).
* Design and distribute promotional materials for one-off events and merchandise.
* Coordinate the Spot the Signs steering group meeting and report work into the Suicide Prevention Network (agenda, minutes, room booking).
* Organise and attend events throughout Hertfordshire to promote the campaign with a wide range of stakeholders.
* To work closely with partners – NHS Trust, HPFT and Hertfordshire Mind Network to ensure the smooth delivery of the campaign.
* Write monthly updates for Suicide Prevention Network.
* Liaise with the Spot the Signs Lead at HPFT and line manager at Mind in Mid Herts about the project.

**General Responsibilities**

* To be well organised and able to manage own workload, prioritising tasks and working on own initiative.
* To build good links with stakeholders and the wider community.
* To be line-managed by Mind in Mid Herts and to work closely alongside team including supporting with other duties (ad hoc telephone enquiries, for example).
* To receive regular supervision from Mind in Mid Herts.
* To maintain knowledge of and adhere to national legislation and local policies with relation to mental health and suicide prevention, including use of appropriate language.
* To ensure that all duties are carried out to the highest standard and in accordance with MiMH quality standards, paying due regard to MiMH policies and procedures.
* To undertake any other duties as may be reasonably determined by your line manager.

**Additional Requirements**

* Ensuring that all responsibilities are met in accordance with procedures and the service user/funder requirements
* Ensuring that each volunteer and staff member abides by our Human Resources policies and procedures as outlined in Mind in Mid Herts Staff Handbook
* Understanding the need for confidentiality when dealing with both internal and external information
* Understanding the importance of conforming to our service requirements
* Sound knowledge of the organisations services specific to the role and appreciation of the impact that poor service has on the people who use our service and our reputation
* Commitment to adhering to Health and Safety guidelines for safe working
* Adherence to legislative requirements
* 2 month notice period

**Benefits**

* 25 days paid holiday per year, April 1st-March 31st (pro rata for part time staff)
* Statutory bank and public holidays, (pro rata for part time staff)
* A contributory pension scheme
* 2 additional days’ leave – Birthday Leave and Wellbeing Day,
* An Eye-Care scheme,
* Staff Training and Development
* Peer Support

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Spot the Signs Coordinator** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** |  |  |
| Clean driving licence and use of a car | **\*** |  |
| **Experience/Skills** |  |  |
| Proven experience of delivering project or campaign. | **\*** |  |
| Proven experience in communications and marketing. | **\*** |  |
| IT literate with full knowledge of Office Suite in particular Excel and Publisher (or other design software). | **\*** |  |
| Strong interpersonal skills with ability to network and liaise with service users, the public, senior managers and campaign stakeholders. | **\*** |  |
| Excellent administrative and organisational skills. | **\*** |  |
| Experience of organising meetings and taking minutes. |  | **\*** |
| Use initiative to proactively translate plans into actions. | **\*** |  |
| Ability to prioritise and manage time effectively to achieve best outcomes | **\*** |  |
| Ability to deal with stressful and difficult situations in a calm manner | **\*** |  |
| Interest in mental health and suicide prevention. | **\*** |  |
| Be supportive in a team setting. | **\*** |  |
| Knowledge of Health & Safety in workplace settings. |  | **\*** |
| Ability to work occasional weekends and evening for events (time off in lieu will be given). | **\*** |  |

**Application Form**

|  |  |
| --- | --- |
| **Applicant Initials:** |  |
| **post Applied For:** | Spot the signs admin/coordinator |
| **Post Reference Number:** | StSC-37 |

**Using this form**

All fields on this form are to be completed and sent to [recruitment@mindinmidherts.org.uk](mailto:recruitment@mindinmidherts.org.uk), Mind in Mid Herts, 11 Hatfield Road, St Albans, Herts AL1 3RR, quoting the Job Title, Reference Number and your name in the subject. Where a table does not have enough fields, please add additional rows.

**Data Protection**

In accordance with Mind in Mid Hert’s (MiMH’s) Data Privacy Notice, we take care to ensure that all applicant data is appropriately and securely stored and handled. The information on this sheet will be held securely with MiMH’, and will be anonymised when sent to recruiting managers. If an applicant is not appointed for a post, their application and personal details forms will be destroyed. Where an applicant is appointed, their application will be moved into an Employee Folder and remain as long as the employee is employed at MiMH’s.

For full details of MiMH’s approach to Data Privacy and protection, please request our Data Protection Policy.

**Criminal Convictions**

As part of its equal opportunities policy, Mind wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) via the **personal details form**.

Some posts within MiMH’s are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Baring Service (DBS) check. If you have applied for an exempt post, please supply details via the **personal details form**.

**Eligibility to work in the UK**

If there are any restrictions regarding your employment in the UK (e.g. you require a Work Permit), please supply details via the **personal details form**. Please note that MiMH’s is not able to sponsor Visas.

**Personal Details**

|  |  |
| --- | --- |
| Surname: | |
| Forenames(s): | |
| Address: | |
| Postcode: | |
| **Telephone (Home):** | **(Mobile):** |
| **E-mail address**: |  |

|  |
| --- |
| Please note any disability or other medical condition, which may require special attention at the interview or in the job.  Would you like to tell us anything that we can do or not do that will help you to show your best self in the interview or application process for this post? |

**Education**

Please give details of your education and all exams passed.

|  |  |  |
| --- | --- | --- |
| **Date** | **School/Institution** | **Exams passed** |
|  |  |  |

**Relevant Training Courses**

Please give details all training courses.

|  |  |  |
| --- | --- | --- |
| **Date** | **College/Institution** | **Course, Qualifications, etc.** |
|  |  |  |

**Present (most recent) Employment/Voluntary Work**

|  |
| --- |
| **Employer’s name and address:** |
| **Position held:** |
| **Dates:** |
| **Salary:** |
| **Brief description of duties:** |

**Previous Employment**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employer** | **Position Held** |
|  |  |  |

**We require a personal statement -** Please give a statement regarding how you meet the requirements of the role to which you are applying. You should give details of all relevant experience (please refer to job specification) interests, voluntary work, etc. and specify your reasons for applying for the vacancy. Continue on a separate page if necessary.

**Please note that CVs are not considered as part of the selection process.**

**Referees**

One of your referees should be your present or most recent employer and your second reference needs to be someone who has known you for at least 1 year. References must not be provided by a relative or someone sharing your home.   If this is not possible please do continue your application and give us the reasons for not being able to supply these references and we will take that into consideration.

We will not contact your present employer without your permission.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Status:** | **Status:** |

|  |
| --- |
| In the past two years, how many sick leave days have you taken in your present employment? |
| When can you start? |
| An enhanced Criminal Records Bureau Disclosure is required for this post. |
| Have you worked for Mind in Mid Herts in the past in any capacity? |

**Declaration**

I confirm that to the best of my knowledge all information I have given in my application is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection or, if employed by MiMH’s and to be dismissed.

Signature

Date

I agree Mind can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct.

Please tick this box to confirm ☐ Date:

**Equal Opportunities Monitoring Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Please tell us your Age:**  |  |  | | --- | --- | | 16-24 |  | | 25-44 |  | | 45-64 |  | | 65+ |  | | Rather not say |  | |  | 1. **Do you consider yourself to have a disability?**     Yes  No  Rather not say  **2b. If yes do you have a:**    Physical Impairment  Sensory Impairment  Learning Disability  Mental Health Condition (Long Term)  Other Health Condition (Long Term) |

|  |  |  |
| --- | --- | --- |
| 1. **Ethnicity**   **Asian or Asian British**  Bangladeshi  Indian  Pakistani  Any Other Asian Background  **Black or Black British**  African  Caribbean  Any Other Black Background  **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any Other Mixed Background |  | **White**  White British  White Irish  Any Other White Background  **Other Ethnic Group**  Chinese  Any Other Ethnic Group  Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rather not say |

|  |
| --- |
| 1. **Nationality** Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| 1. **Gender**   Female  Male  Rather not say | **5b. Gender Reassignment**  Do you now, or have you ever considered yourself to be transgender? (tick if yes) |

|  |  |
| --- | --- |
| 1. **Religion or Beliefs**   Atheism  Agnosticism  Buddhism  Christianity  Hinduism  Humanism  Islam  Jainism | Judaism  Sikhism  Any Other Religion/Belief  Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Religion or Belief  Rather not say |

|  |  |
| --- | --- |
| 1. **Sexual Orientation**   Bisexual  Gay Man  Heterosexual | Lesbian/Gay Woman  Other  Rather not say |

|  |
| --- |
| 1. **Are you currently providing support to a partner, child, relative, friend or neighbour who could not manage without your help or/and support?**   Yes  No  Rather not say |

*We are asking you to provide us with anonymous information to help reach as many communities as we can. All questions are optional and if you prefer not to it does not in any way effect your access to services. Thank you.*