**Mind is recruiting due to growth of the organisation and its services.

Do you want a fulfilling job that offers you flexibility, a strong support network, family team environment, the chance to make a difference to others, robust training and personal development and time out for yourself.**

**Are you wanting to make a difference and help others by helping to improve the mental health and wellbeing in the community?**

**COMMUNITY PROJECT SUPPORT**

* · One post, 16 – 21 hour per week post based in the Bassetlaw area
* · £11 - £14 per hour (depending on experience)
* · Closing date for applications 27 May '22
* · Interviews June 22
* · Starting date June/July '22
* · 12-month contract.
* **Please apply through MIND websitewww.nottinghamshiremind.org.uk/staff-vacancies/**

**Nottinghamshire Mind's Community Service Team has grown significantly over the last two years, delivering many services across the county and further support is required to develop and cover these services.**

We need a Project Support to work with our community team, to support and develop projects, guiding individuals and groups through difficult times with the aim of improving their mental wellbeing.
Our projects are open to adults who are struggling with their mental health, feeling isolated, or disconnected from their community.
We partner with a range of community providers to offer people the opportunity to become involved in workshops, courses and group activities to support mental wellbeing.

As we connect with clients within the communities to improve mental well being, the role of the Project Support will be to help facilitate the services we offer.

The project support officer will be instrumental in the organising, planning and execution of new and existing projects, supporting the team to drive services forward and improve efficiency and the overall success of a project through peer support, creative classes and coaching.
This requires excellent communication skills, organisational skills, administrative skills, logical thinking, problem solving and understand the importance of confidentiality.

 **Main Duties & Responsibilities**

1. Deal efficiently with correspondence and Client enquiries. Trained to resolve at the earliest opportunity or allocating for resolution to the appropriate team

2. Convene & attend meetings as required, producing agendas and accurate minutes, making necessary arrangements including collation of papers & agendas.

3. Prepare presentations as required.

4. Contribute to the development & implementation of processes within the Community Service Team.

5. Support with the recruitment & induction of new team members.

6. Support in the provision & co-ordination of appropriate training and team events.

7. Maintain, support & implement record keeping and organisation wide admin processes.

8. To carry out any other tasks as reasonably requested by the relevant manager.

**General**

1. To maintain a professional approach to work at all times and to work in line with Nottinghamshire Mind policies, procedures, codes and guidance, including in relation to health & safety, confidentiality, safeguarding, data protection and equal opportunities.

2. To actively promote the aims and principles of Nottinghamshire Mind and take part in any Nottinghamshire Mind activities as directed.

3. To support individuals within the Community Service Team and organisation as a whole, so far as is reasonably practicable.

4. The post requires flexible working and may include occasional evening and weekend work if in the best interests of Clients & Programme delivery

Like what you read? Please do not apply through Indeed,
**Please apply through MIND website.**
**www.nottinghamshiremind.org.uk/staff-vacancies/**