



Administrative Officer application pack for

Mind in Haringey

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About us

Mind in Haringey is an independent charity organisation providing vital mental health services to our community in Haringey since 1989.

We have a broad and exciting range of services and projects running in a dynamic, evolving environment. We are constantly striving to develop and improve our services through listening to our community, those who use our services, peers, and the staff team to evaluate and deliver the best possible projects for our community.

Our staff members are a diverse and passionate team, who welcome experiences and perspectives from all backgrounds.

We particularly encourage applications from those with lived experience of mental health, from racialised communities, members of the LGBTQ+ community, and residents of Haringey who are passionate about changing things for the better in the borough.

Haringey is a melting pot of culture, history, and resilience. Though there is much that needs to be improved, we are proud to work as part of a community that has displayed great strength in hardship both in the past and in more recent years.

Our values

- We are passionate, committed, and will listen to everyone we encounter with care and respect.
- We will influence and improve mental health services in Haringey, raising awareness and challenging stigma and discrimination.
- We will become an Anti-racist organisation.
- We are committed to equity, inclusion, and access for everyone in Haringey to mental health support.
- We are leaders and influencers fighting for mental health.
- We seek continuous improvement in all we do, to meet the needs of our community.
- We consider opportunities for collaboration when developing and delivering services.

Our services

This page gives a detailed breakdown of the services we provide at Mind in Haringey:

<https://www.mindinharingey.org.uk/our-services/>

Role Description:

Introduction

The purpose of this role is to develop, co-ordinate and deliver administrative procedures and systems to support the services and work of Mind in Haringey. The Admin Officer is a key member of the central services team, ensuring the smooth operation of all services that take place in the organisation.

Title of Post: Administrative Officer

Responsible to: Operations Manager

Location: Mind in Haringey, Stapleton Hall Road, London N4

Grade: £27,000 pro-rata

Date: October 2024

Part time: 15 hrs per week

Role and Duties

The duties of the role are as follows:

- To be the first point of contact for enquiries to Mind in Haringey including the website, email, and telephone.
- To devise and maintain filing and archiving procedures and systems at Mind in Haringey.
- To support in maintaining and updating documents and policies in the organisation, ensuring consistency in branding.
- To co-ordinate and deliver administration duties within Mind in Haringey including reception and clerical duties.

- To be responsible for managing petty cash systems and procedures.
- To maintain and co-ordinate room booking systems including liaising with the caretaker about access to the building.
- To support with induction and recruitment of staff to the organisation.
- To support the coordination of maintenance in the building.
- To facilitate any post that needs to be sent.
- To support maintaining fire safety and health and safety policies at Mind in Haringey.
- To support in ensuring data protection and GDPR guidelines are followed throughout the organisation.
- To support maintaining up to date information and databases.
- To complete a monthly stationery order for the team.
- To prioritise Mind in Haringey's values and mission in all duties within the organisation.

Person specification

Essential

- Demonstrable practical administration skills within an office-based environment.
- Excellent verbal and written communications skills.
- Demonstrable IT skills within an office based environment including Excel, Microsoft Outlook, Microsoft Word and PowerPoint.
- Excellent organisational skills and diary management.
- Confident and motivated in role.
- Ability to maintain excellent relationships with internal staff and external agencies.
- Ability to work use one's own initiative and manage one's own workload.
- Ability to work under pressure to conflicting deadlines.
- Understanding and commitment to Equal Opportunities.

Desirable

- Understanding of mental health issues.

We would also like to hear from candidates who having read the pack and role description are interested to apply even though they might not have experience in the above areas but have other relevant experience.

All successful applicants receive training and induction.

How to apply

To apply, please email your completed application form to Conall Ó Brolcháin (admin@mih.org.uk) on or before the deadline for applications.

If there are any reasonable adjustments, we can implement in our recruitment that would make the process more accessible, please contact us directly with a request and we will consider if the changes are feasible now or in the future. We commit to considering all such requests.

We would be grateful if you can also complete and return this [diversity form](#) along with your application. This information will be kept anonymously. It is not used as part of the selection process, but it helps us to understand whether we represent all parts of our community equally.

The deadline for applications is 5pm, 1/11/2024. Due the capacity within our small team, it may be the case that only shortlisted candidates are contacted.

Successful applicants will be expected to undergo an Enhanced level Disclosure and Barring Service check.



Mind in Haringey

Station House
73c Stapleton Hall Road

London

N4 3QF

T: 0208 340 2474

admin@mih.org.uk

Registered charity number 801618