



CAPITAL Team Assistant JOB DESCRIPTION



Responsible to:	CEO
Hours of Work:	15-16 hours per week (2/3 days)
Location:	Remote / Bognor Regis Office base / Hybrid
Salary:	£10.75 per hour
Contract:	Fixed Term Contract (until March 2024)

About CAPITAL

Founded in 1997, CAPITAL is led by its members, staff, trustees and supporters – all of whom have lived experience of mental distress.

We aim to work from a bottom-up approach, giving all a voice, using consultation and coproduction methods to encourage everyone to contribute their ideas and set the direction for the charity.

We were founded upon developing training for people with lived experience at a time when people had no voice, and we became the independent representation of the lived experience community in the county which influenced local mental health services.

We support a membership of about 300 people, offer training, support and a framework that ensures people can lead our work.

We also provide independent accredited peer support in-reach services to acute mental health wards in West Sussex, as well as monthly peer led Patient ViewPoint forums.

Since 2022 we are leading coproduction within the West Sussex Mental Health Community Transformation Programme and have set up a new independent network: SCALE (Sussex Coproduction and Lived Experience.) We are working alongside community organisations and groups in West Sussex to effectively coproduce and develop a longer-term vision for mental health services (and the priorities of the NHS Long Term Plan.)

CAPITAL is part of an alliance of Voluntary Community & Social Enterprise organisations delivering services and working together as Pathfinder West Sussex, with a view to making local services accessible for anyone needing mental health support.

Purpose of the role

The CAPITAL Team Assistant role provides:

- dedicated admin support to teams, especially the team of CAPITAL Peers
- support to communications and social media
- support for some of the Human Resource processes for the organisation

The post holder helps to maintain office processes, records and files, and supports improvement of our office systems, working with another office administrator, and closely with the CEO.

The role will also have a focus on supporting and developing our communications and social media.

Working together with three Locality Coordinators and their teams, the role assists in the running of CAPITAL Peers (our in-reach hospital peer support service).

CAPITAL Project Trust is working through a period of change and development and the post holder will need to be prepared to work flexibly within this changing organisation. This therefore may result in some changes to the key tasks of this role.

Responsibilities

1. Maintain good communication regarding administrative support across teams, ensuring information is communicated to team members effectively and any problems are escalated accordingly
2. Support processes of staff recruitment (e.g., preparing and sending job adverts, creating recruitment documents, maintaining staff folders, correspondence and reference requests, etc.)
3. Record staff sickness, annual leave, training and timesheets, liaising with Finance Manager for payroll
4. Support our Peer Support training courses, organise shadowing and observed practice sessions and the analysis of evaluations
5. Using our social media policy and communications strategy, be active in CAPITAL Project Trust's communications, including social media posting
6. With the CEO and Locality Coordinators develop monitoring and reporting systems for funders
7. Comply with current General Data Protection Regulation (GDPR), practice confidentiality and follow policies and procedures
8. Work flexibly and undertake any other duties that are commensurate with the post

Person Specification: CAPITAL Team Assistant

Essential Criteria

Experience and Skills

1. Experience of using mental health services / lived experience of mental distress and empathy with people who experience mental health issues
2. Excellent communication skills
3. Sound organisational skills: ability to self-motivate, to work on own initiative, to prioritise and plan workload
4. Experience of maintaining record systems
5. Excellent administration skills

Knowledge and Understanding

1. Good level of knowledge of Microsoft Office and excellent understanding of GDPR
2. Understanding of the importance of reporting and monitoring
3. Good understanding of social media and its potential
4. Positive attitude to change within a developing small organisation
5. Commitment to the ethos and values of the CAPITAL Project Trust

Desirable Criteria

1. Knowledge of mental health peer support initiatives
2. Experience of working with teams with a variety of technical skills
3. Knowledge/Experience of HR procedures and processes

The job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the CAPITAL Project Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

This post is subject to an enhanced disclosure check (DBS).

The CAPITAL Project Trust complies fully with guidance issued by UK Government and Visa Immigrations to ensure the prevention of illegal working in the UK therefore successful applicants will be required to demonstrate their entitlement to work in the UK by providing documentation requested.