

Administrator- Live Well Leeds

Leeds Mind is the city's leading mental health charity. We have faith and optimism in our clients and so the services we deliver are built around their needs. We support the people of Leeds to discover their own resources to 'recover' from periods of poor mental health, and to live life independently with their mental health condition.

Our values of Being Open, Supportive, Brave, Connected, and Resourceful are pivotal to the work we do.

Belonging at Leeds Mind

Leeds Mind is committed to creating an inclusive environment and being an equal opportunities employer - We believe that inclusive practices should be part of everything we do. We are committed to ensuring that our colleagues, volunteers, and service users feel a sense of belonging at Leeds Mind that gives them the confidence to share their unique perspectives and experience.

To find out more about how we are developing this you can click [here](#).

Our Service

The Live Well Leeds Service provides flexible and practical support to people (aged 18+) within the Leeds Metropolitan District. This service is commissioned by Leeds City Council Adult Social Care and commenced in April 2019 for 5 years. The contract is delivered by a Strategic Partnership (comprising Touchstone as the lead, Community Links and Leeds Mind) and a Delivery Network (comprising 14 different voluntary sector partners).

The Role

The successful post holder will be expected to provide administrative support to the Live Well Leeds service and will have experience of taking referrals, telephone enquiries and developing reporting systems for commissioners. The service is easy for people to access and aims to support service users to improve and maintain their mental health. You will have strong interpersonal skills and adopt a person-centred approach. You will be able to work independently and as part of a team to support vulnerable people, promoting all forms of advocacy. You will also be a trusted assessor within the service.

Confidence and experience of using a range of Microsoft Office applications including Microsoft Word and Excel is an essential requirement of this post.

Some evening and weekend work may be required on a rota basis.

Essential Skills and Experience:

- Excellent organisational skills to plan, work to deadlines and manage differing priorities to meet changing organisational needs.
- Effectively communicate at all levels with staff, managers, service users, members of the public and representatives from other organisations.
- Experience of collating and preparing statistics from organisation/service data and ICT systems for reporting purposes.
- High level of numeracy skills to prepare financial information, e.g. petty cash, reimbursement claims, work out annual leave entitlements.
- Experience of effectively organising and servicing complex meetings.
- Successfully developing, implementing, and maintaining administration/office systems.
- High level of ICT skills, e.g., Microsoft Office (Word, Excel, Outlook, Publisher, PowerPoint).
- Living our core values every day.

Hours – 37 per week

Salary - £23,040

Contract – Fixed term until 31st March 2025 - with expectations that this will become a permanent role from April 2025.

Closing Date: 31/01/2025

Interview Date: 13/02/2025

The role is based at Touchstone support centre, 53-55 Harehills Avenue, Leeds, LS8 4EX

For an informal discussion about these posts prior to applying please phone 0113 219 2727 and ask to speak to Amber Hopkins.

Successful candidates will be required to undertake a right to work in the UK check as well as an enhanced DBS check. Leeds Mind is an Equal Opportunities employer.

Reg charity number: 1007625