



One Place East

Where disability matters

98-100 Ilford Lane, Ilford, Essex, IG1 2LD
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Job description

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| Job title: | Project Admin Assistant - Next Steps |
| Responsible To: | Project Co-ordinator |
| Salary: | £9,984 per annum (£12 per hour) |
| Hours of Work: | 16 hours per week. Occasional unsocial hours working may be necessary. No payment will be made for any overtime worked. Time off in lieu will be taken instead in agreement with line manager. |
| Terms & Conditions: | 6 Month Probationary period 5 weeks holiday per annum (pro rata) Auto enrolment pension scheme if eligible |

Key aim of the Project

The project's key aim is to ensure that the voices of young people with mental health conditions are heard in order to tackle the stigma and discrimination young people face in their daily life. By involving a large number of young people in the project we aim to increase wellbeing, confidence, self-esteem and reduce social isolation. We will therefore have a stronger community as a result of greater inclusion and less stigma and discrimination. It is hoped that the aims of this project will be recognised by local mental health providers as being a model of excellence in service user representation and involvement.



Key Project objectives

- Reduce the number of young people with mental health problems who experience the negative impact of stigma and discrimination.
- Improve the knowledge, attitudes and behavior of young people and families around mental health.
- Improve the confidence and ability of all young people and families to tackle stigma and discrimination when they see it or experience it.
- Improve the confidence and ability of young people and families to speak openly about their mental health problems.

Main duties and responsibilities

To provide day to day administrative support to the project including:

- Liaising with peer educators, schools, colleges and other local organisations working with children and young people to organise awareness workshops.
- Arranging, attending and servicing team meetings.
- Responding to enquires about the project via email or telephone.
- Regularly updating the database and recording all relevant information relating to the delivery of the project.
- Assisting with processing of expense claims and staff timesheets.
- Assisting with uploading promotional and research material to the internet.
- Assisting with updating social media content.
- Assisting in the organisation of awareness workshops and peer educator training.
- Meeting all agreed deadlines, targets and outcomes.
- Attending regular supervision meeting with line manager.
- At all times working within One Place East's policies including Equal Opportunities, Health & Safety and other good management policies.
- Undertaking training in agreement with line manager and as necessary to carry out the role.
- Working outside of normal office hours , within reason, if required.
- Carrying out all other tasks commensurate with the post.