

Role description: Admin Support, self-employed or volunteer

Accountable To: Volunteer & Wellness College Coordinator / Social Movement & Enterprise Lead. **Works closely with Volunteer Supervisors & Peer Trainer Pool**

How we work: Moray Wellbeing Hub CIC is an ambitious and peer led social enterprise that believes passionately in supporting mental wellbeing in Moray. We are fast paced, entrepreneurial and self-directed in the way we work. We expect any volunteer, freelancer or employee to take ownership and autonomy in their role, showing a proactive approach to finding and sharing relevant information, whilst also working collectively. A core value of self-directed working is communication and feedback which we actively encourage you to take the lead with. We avoid complicated hierarchies or structures, aiming to equally empower everyone to make decisions and take accountability for their actions.

Diversity and inclusion: In line with our aims of tackling stigma, empowering individuals and focusing on the strengths within us all, we celebrate diversity and inclusion at MWH. The strength of our business is built on wide ranging personal experiences and we pride ourselves on being an Equal Opportunities Employer.

Self-employed rate of pay & hours: £11 or £13 flexible contract, flexible hours linked various project requirements. (note: higher range of rate of pay recognises a specialist skillset).

Role Overview

With excellent communication skills and experience of a proactive approach to administration, this role supports our delivery team to deliver the objectives of projects, and support our social movement and enterprise; increasing our network, connecting partners and supporting community members to navigate our projects and achieve their wellness goals.

Responsibilities and Duties

This project administrative role supports communications, record keeping and maintaining resources to deliver project objectives.

- take a values-led peer approach to all elements of the project role including as a proactive team member
- perform administration tasks such as answering phone calls, taking notes, scheduling meetings, emailing, social media updates, maintaining calendars, writing web copy, online booking management for courses, maintaining record keeping.
- offer signposting advice and information to via face-to-face in localities, telephone and email contact
- provide timesheets, quotes and work to agreed timescales
- support the Social Movement & Enterprise Lead in a personal assistant capacity
- maintain databases and undertake any other administrative duties linked to monitoring
- visible as a peer and Champion of Moray Wellbeing Hub, modeling recovery values
- have good awareness of the social movement and enterprise activity and current projects
- attend and complete appropriate training, supervision and mentoring
- support community events, promotional activity and creative delivery

- support delivery team members around admin and community development roles.

Qualifications & skills

Essential:

- proven organisational, administrative and IT experience and skills, and the ability to manage a variety of tasks
- good communication and interpersonal skills
- experience in working with community members of diverse experiences and challenges
- passion for peer-led social change and community empowerment
- the ability to deal with information in a confidential manner and respond with sensitivity
- a flexible and non-judgemental approach to people and work.

Desirable:

- peer qualifications and experience: e.g. Peer 2 Peer, WRAP or PDA in peer support
- good knowledge of Moray wide services and supports for wellbeing
- experience of Ticket Tailor, Mailchimp, Wordpress, and social media platforms
- qualifications in business administration and experience as a personal assistant
- creative and research experience and skills
- willing to travel and work unsocial hours.