

Administrator

Compass Birmingham Mental Health Support Team

Permanent, 37 hours per week*

Starting Salary £23,396 - £26,011

***Compass are delighted to offer a flexible work approach in relation to the post advertised. If you would like to discuss this further please contact either Sue Berry, Assistant Director on 07442773722 or e-mail sue.berry@compass-uk.org or Arjan Bains, Senior Operations Manager on 07425 776957 or e-mail arjan.bains@compass-uk.org**

Compass is delighted to have been selected to provide Mental Health Support Teams (Wave 12) in education settings across West/North Birmingham (Handsworth, Lozells, Aston, Ladywood, Erdington) working in partnership with other health and care providers across Birmingham.

Are you looking for a role where you can make a real difference to the lives of children and young people?

The Opportunity

We are looking for an experienced Administrator to support the new Mental Health Support Teams in Birmingham working locally with services and education in the North-West of the city.

As an Administrator, you will support the establishment of positive integrated management information and administrative systems across the whole service including how information is recorded, collected, used, stored, and analysed to ensure that services are aligned to best meet local needs.

You will provide professional information, advice, and support to skill mix teams to develop, deliver and maintain effective and standardised information governance systems and excellent customer focused care across the service.

About the team...

Compass Birmingham MHST (Wave 12) is a new early intervention and preventative mental health and emotional wellbeing service. The service delivers evidenced based interventions for children and young people with mild to moderate mental health needs. The service is part of the national MHST Programme, which has been commissioned following the 'Transforming Children and Young People's Mental Health Care Provision: A Green Paper' (2017).

The Person

You will be a values-driven (integrity, valuing each individual, solution focused, consistent and reliable) colleague with a passion for supporting children, young people and families mental health and wellbeing. You will also have:

- A NVQ level 3 Business Administration or equivalent
- Experience of working in a busy office and customer service environment
- Able to organise workload and demonstrate time management skills

Benefits

We offer a range of benefits including:

- 27 days' holiday + bank holidays, rising to 32 days over time (pro rata)
- Life assurance at 2 x basic salary
- Competitive contributory pension scheme
- 24/7 Employee Assistance Programme and OH service
- Enhanced sick pay
- Excellent learning & development opportunities and career progression
- Annual performance / salary review

www.compass-uk.org/work-for-us/rewards-and-benefits/

For more information and to apply visit: www.compass-uk.org/work-for-us. If you would like more information or to discuss the role further please contact either Sue Berry, Assistant Director on 07442773722 or e-mail sue.berry@compass-uk.org or Arjan Bains, Senior Operations Manager on 07425 776957 or e-mail arjan.bains@compass-uk.org

You can also find out more about what it is like to join one of our MHSTs by visiting: <https://www.compass-uk.org/joining-a-compass-mhst/>

Closing date: xxxx

Interviews will be held on: xxxx

We positively encourage applications from all members of the community, regardless of gender, race, faith, disability, gender reassignment, age or sexual orientation and encourage applications from people who have experiences in life which enrich skills and empathy. This is part of our commitment to equality and developing a truly inclusive and representative workforce. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement, or once in post.