



Job Description - Team Administrator

About us

Sheffield Flourish is an award-winning innovative charity. We aim to support people living with mental health conditions to use their skills, ideas and talent to build the lives they wish to lead.

Our organisation manages two websites: Sheffield Flourish and the Sheffield Mental Health Guide. Alongside this, we support community organisations working in creative arts, gardening and vegetable growing, football and more (check out CAST, Oasis, and Brunsmeor Awareness FC).

Sheffield Flourish is committed to making the most of the assets in our community, working collaboratively with our community wherever possible. We use digital wherever it works, but also recognise the need for face to face interactions.

Our values are very important to us and run through all of our activities:

- ★ We stand for hope and positive change
- ★ We engage critically and constructively with key issues in mental health
- ★ We are realistic about the barriers and exclusions which people living with mental health conditions have to face
- ★ We strive to be inclusive and respectful
- ★ We value the knowledge, ideas, and skills of people living with mental health conditions
- ★ We are innovative and creative

In delivering our aims and objectives we aim to build confidence, improve wellbeing, increase understanding of mental health issues, challenge stigma, and reduce social exclusion and isolation.

We are a small hard-working team, ambitious for change and keen to make a significant positive impact on mental health in Sheffield and beyond.



The Role

Our Team Administrator will join our small and supportive team, providing administration support for all staff members across a wide range of activities. The successful candidate will help us deliver our core activities to a high standard, and help us run an efficient and organised office.

The role involves carrying out a range of administration tasks including finance and governance administration support, monitoring and evaluation, support for events and other general administration tasks as required.

We are looking for candidates with an understanding of and commitment to our values (see above).

Key responsibilities

Responsible to: Managing Director

1. General Administration Support

- Collecting post and managing and administering correspondence.
- Providing a welcoming key point of contact for Sheffield Flourish and managing general email and phone enquiries.
- General office management including keeping the office tidy, photocopying, filing, post, and stationary.
- Provide finance and governance administration support including the maintenance of paper records and the updating of computer-based records. This will include payments and receipts, policy documents, timesheets and petty cash.
- Supporting the whole organisation in the administration of the monitoring and evaluation framework, e.g. inputting monitoring forms.

2. Organising workshops, events and meetings

- Provide a responsive, confidential and professional admin service for the team.
- Organisation of meetings, including booking rooms and refreshments and working with leads to produce the agenda, ensure papers are sent out on time and recording meetings.
- Administration support for a range of events and meetings including being the key contact for queries, administering invitations and registrations and organising venues, refreshments, equipment and materials. This may include the occasional early evening meeting.
- Occasional representation of Sheffield Flourish at events and meetings.

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3. Digital support

- Support with updating and maintaining the Sheffield Flourish and Sheffield Mental Health Guide websites.
- Support with social media, including scheduling posts, responding to comments, and supporting with one-off tasks.
- Uploading team/network related information onto the Sheffield Flourish and Sheffield Mental Health Guide websites.

4. Personal Development

- Keep up to date with current developments communications and office administration.
- Commitment to engaging in support and supervision with the Managing Director.

5. Culture and policies

- Implement the policies and procedures of Sheffield Flourish including health and safety legislation and support and development of staff and volunteers.
- Work with volunteers in accordance with the culture, values and policies of Sheffield Flourish.



Person specification

You will need to demonstrate evidence of the following attributes, skills, knowledge and experience:

Attributes, skills, knowledge and experience	Essential/Desirable
Excellent general office and finance administration skills	Essential
Strong track record in providing admin support to senior staff and in organising meetings	Essential
Excellent interpersonal skills including the ability to communicate with a wide range of people	Essential
Attention to detail	Essential
Excellent organisational skills, including the ability to efficiently manage time and priorities	Essential
Comfortable working in a flexible workplace with a small, independent team	Essential
Experience in using digital technology including the Microsoft Office suite and social media platforms	Essential
Commitment to act with resilience and positive self-care	Essential
Commitment to equal opportunities, and the aims and values of Sheffield Flourish	Essential
Willingness and ability to travel within Sheffield and occasionally regionally and to work occasional weekends and evenings as required	Essential
Experience using web platforms and cloud based software	Desirable
An understanding of mental health and/or personal experience	Essential



Terms of employment

You will be employed by Sheffield Flourish on a part time basis, working between 22.5 and 30 hours a week (negotiable).

Sheffield Flourish will contribute 3% of your salary into your personal pension plan. An enhanced DBS check will be required.

Starting salary will be between £17,063 - £17,391 pro rata.

To apply

For further information and to download the application form please visit the website www.sheffieldflourish.co.uk or email info@sheffieldflourish.co.uk

CVs will not be considered, and we can only assess applications which have been fully completed.

Deadline for applications: 9am on 12th March (applications will not be considered after this date).

Interviews, together with a short test, will be held on: 14th March

