

## **Humber and North Yorkshire Health and Care Partnership Mental Health, Learning Disabilities and Autism Collaborative Programme**

**Role: Administration Assistant**

**Band: 3 (fixed term 1 year – 22.5 hours per week)**

**Base: Health House, Willerby, Hull, HU10 6DT/remote working**

An exciting opportunity has arisen for an enthusiastic, efficient and motivated individual to join our team to support admin processes in relation to the Humber and North Yorkshire Health and Care Partnership Mental Health, Learning Disabilities and Autism Collaborative Programme. The post is part-time (22.5 hours per week) for an initial period of 1 year.

This is an excellent chance to gain experience supporting the fantastic work taking place in our workstreams, which include: Adult Mental Health, Suicide Prevention, Learning Disabilities and Autism, Perinatal and Maternal Mental Health, Community Mental Health and more.

Duties include:

- Preparing for and supporting meetings. A significant part of this role will be diary management and meeting support, including minutes, agenda setting and action logs.
- Working closely with our programme leads to ensure effective delivery of their workstreams.
- Providing diary management, organising meetings with a number of external stakeholders.
- Preparing for and amending documentation.
- Assisting with the procurement process, ensuring that purchase orders are raised when necessary.
- Ensuring that robust clerical systems are kept in place, including maintaining databases.
- Responding appropriately to enquiries from internal and external stakeholders.
- When required, providing administrative support to members of the senior management team.
- Undertaking any other duties appropriate to the band as assigned by the line manager.



The successful candidate will:

- Have good communication skills – the ability to communicate both orally and in writing to individuals from a variety of different backgrounds and organisations.
- Have experience of organising, preparing for and supporting meetings, including writing minutes, noting and monitoring the completion of actions.
- Be computer literate and be familiar with Microsoft Office applications.
- Be able to plan and organise day to day tasks effectively under the parameters set by supervising staff.
- Be a team player – enjoy working as part of team and be able to support colleagues when required.
- Have a flexible approach to workload and enjoy working in a busy team.

Please note that this role is hosted by Humber Teaching NHS Foundation Trust, but sits within the Humber and North Yorkshire Health and Care Partnership (ICS) Mental Health, Learning Disabilities and Autism Collaborative Programme, which is a partnership of a number of different organisations.

If you wish to have an informal chat about the role, please contact: Kelly Toes-Smith, Administration Team Leader ([Kelly.toes-smith@nhs.net](mailto:Kelly.toes-smith@nhs.net), tel: 07812 482910).

