**Activities Administrator**

**York Mind**

22.5 hours per week, (Days and Times negotiable)

£ 18,135 (pro rata)

 **Develop your potential...**

**Details about the job:**

York Mind currently deliver a range of Activities for people across the City of York, to help support their mental health and well-being.

We are looking for a motivated and highly organised person to join our Activities team, to help facilitate a Single Point of Access for our Activities service.

Based at our offices within York Mind, Highcliffe House, Highcliffe Court, York YO30 6BP, the post holder will be responsible for ensuring enquiries and enrolments into the service are dealt with in a timely and professional manner.

Excellent communication, team working, organisational, time management, prioritisation, and ICT skills are key requirements to make this job a success.

The post is permanent subject to continuation funding.

For an application pack visit [www.yorkmind.org.uk/jobs](http://www.yorkmind.org.uk/jobs) or if you need support to download an application please ring on 01904 643 364.

If you would like an informal discussion about this post, please contact **Mrs Jamie Edwards, Activities Manager.**

Your completed application form should be returned to: vacancies@yorkmind.org.uk, or posted to York Mind, Highcliffe House, Highcliffe Court, York YO30 6BP

Closing date: **Thursday 13th August 2020 (5pm)**

Interview date: **Wednesday 19th August 2020** (If you cannot make this date and are interested in applying please contact us)