



Green Health Thames Valley require a **PART TIME PROJECT ADMINISTRATOR** for our Horticulture Therapy charity.
Contract to March 23 with scope to extend subject to receipt of additional funding
£12.00-£13.00 per hour on a self-employed basis
09.45 - 14.45 Tuesdays and Thursdays on site

About us

Green Health Thames Valley is a small charity that provides horticulture therapy support for people with mental health challenges.

Operating in our small community garden in Whitley, we now require a part time project administrator to support our Project Manager to deliver top quality outcomes to clients. The role is fully based on site.

The project administrator will be the initial point of contact for referrers, clients and volunteers, providing support with the recruitment and the co-ordination of clients and volunteers as necessary.

Reporting to the Horticultural Therapist, the successful applicant will have excellent administrative, IT and interpersonal skills and will be a reliable, friendly and committed team player.

Core administrative duties will include:

- 1) reviewing, developing and maintaining compliant IT systems that capture:
 - client enrolment forms/attendance logs
 - individual client learner records and development plans
 - client outcomes, producing monthly and quarterly management reports
- 2) maintaining an up-to date client database ensuring all systems are GDPR compliant
- 3) ensuring office supplies and resources are maintained
- 4) keeping the GHTV website up to date and promoting the project through social media
- 5) developing a calendar of social media activity aligned to inter/national awareness raising events, such as Mental Health Awareness Week
- 6) planning and co-ordinating promotional events
- 7) maintaining a project image bank of good quality labelled photos and videos
- 8) attending occasional meetings on behalf of GHTV, collating information and reporting back as necessary
- 9) undertaking tasks such as client supervision and gardening activities occasionally

The project administrator will also provide support to the Chair and Trustees by:

- tracking and monitoring funding opportunities supporting the Chair and Trustees
- providing secretariat for bi-monthly Trustee meetings (usually early evening)

About you

You must be a bright and personable individual who works well in a small team.

Whilst no prior experience of working in mental health settings is necessary, you must be empathetic to the various mental health challenges our clients face.

To be successful in this role you must:

- possess at least two years' administration experience
- be a very organised person who works in an orderly way
- literate and numerate to level 3 and be able to develop and manage spreadsheets and databases
be able to work co-operatively with colleagues and clients and have the focus of work independently when required
- be approachable and patient with a good sense of humour and willing to turn your hand to various tasks - including gardening based activities
- possess a current DBS check or be able to pass one
- be eligible to work in the UK
- able to provide two referees, including your most recent employer

Please send your CV and a short covering letter (two pages max) setting out your relevant experience and why you are the right person for the role to info@greenhealththamesvalley.org.uk

The closing date for applications is **5pm Thursday 5 May**

Interviews are planned for mid-May on site.

Please contact richard@greenhealththamesvalley.org.uk to arrange an informal discussion about the role if required.

For more information about us visit www.greenhealththamesvalley.org.uk