

# People Administrator

## Candidate pack



*“Working at Mental Health Innovations, I feel supported and motivated. This is an organisation that encourages both personal development and collaborative working. It’s great to be part of such an exceptional team!”*

Laura, Clinical Supervisor

**MENTAL  
HEALTH  
INNOVATIONS**

**shout**  
**85258**  
here for you 24/7

**THE  
MIX**  
Essential support for young people

# WELCOME

Thank you for your interest in joining Mental Health Innovations.

Our charity was founded in November 2017, with the support of the Royal Foundation of The Prince and Princess of Wales. We're here to improve the mental health of the UK population through the provision of digital tools, support and resources, supported with unique data insight and the experience of clinical experts.

We power Shout, the UK's free, 24/7, text messaging support service. Through Shout we have taken more than 2.5 million conversations with 830,000 children, young people and adults who were struggling to cope. We also run The Mix, the UK's digital safety net for young people, providing free, anonymous advice designed especially for under 25s. Open 24 hours a day, The Mix listens, answers questions and makes connections for young people using the digital and mobile platforms that they turn to first.

We use the power of technology to reach and support those who feel isolated and alone, and help them to find the right place to talk. Our work is vital and often life-saving.

We do hope you would like to join us in our charity's crucial mission. We have important work to do and we really look forward to receiving your application.



Victoria Hornby, OBE  
CEO, Mental Health Innovations

"The volunteer I spoke to tonight was absolutely fantastic. Calmed me down, listened to what I was saying, ensured I had the relevant resources before I left. They quite literally saved my life tonight."

Shout texter feedback



# ABOUT MENTAL HEALTH INNOVATIONS

## Our mission

Our mission is to use data-driven analysis, clinical expertise and technological innovation to develop and sustain pioneering digital products and services that meet underserved needs and that improve the mental health of the UK population.

## Our vision

Our vision is that everyone in the UK has access to the digital mental health services that they need and can access appropriate, high-quality support quickly and efficiently through the power of technology.

## Our organisational values



### Integrity

We are driven by the best interests of the people we serve and we place them at the heart of everything we do. We have high standards and we hold ourselves to account to deliver our objectives and KPIs to achieve our mission.



### Collaboration

We embrace a diverse range of people, skills, views and experiences within our organisation to achieve better outcomes for the people we serve. We work together with empathy and mutual respect.



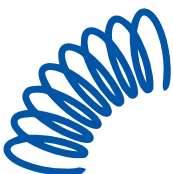
### Courage

We are bold and push the boundaries to find new and better ways to support more people. We are not afraid to try new things and we learn from our mistakes.



### Insight

Our work is evidence-based. We interrogate data and draw upon clinical expertise to inform our actions and to set standards for best practice. We are curious, reflective and we seek regular feedback on our performance.



### Agility

We are nimble and flexible, responding swiftly to new challenges and innovating purposefully to achieve our goals and objectives.

# ABOUT SHOUT

Shout is the UK's first and only free, confidential and 24/7 text messaging service for anyone who is struggling to cope.

As a digital service, Shout became vital during Covid-19, as one of the few mental health services able to operate as normal at this time. We have seen the need for our support remain high through the UK's cost of living crisis.

We've taken more than 2.9 million text conversations with 930,000 children, young people and adults who need urgent, in-the-moment support.

We have more than 2,000 active Shout Volunteers and as a 24/7 service, people in distress contact us around the clock. The issues we most commonly support them with are suicide, depression, anxiety, relationships, loneliness and self-harm.

59% of service users say they texted us because they didn't have anyone else to talk to and 43% say that texting Shout was the first time they asked anyone for help with their mental health. 86% say the conversation they had was helpful.

# ABOUT THE MIX

The Mix is the UK's leading digital charity for under 25s, reaching over 6 million young people each year. Whatever issue a young person is facing, The Mix is always there for them - via our website, over the phone or via social media. Our support is free, confidential, and anonymous and can be accessed wherever young people are.

We connect young people to experts and their peers to talk about everything from money to mental health, homelessness to jobs, break-ups to drugs and more. No topic is out of bounds, and we are completely non-judgemental.

The Mix's mission is to empower every young person to make an informed choice about their wellbeing, whether that's through our peer-led and moderated community, multi-channel helpline, counselling service, crisis support messenger or our range of support content.

We aim to put young people at the centre of everything we do; we use our service data and collaborate with under 25s to inform every aspect of our services and our wider work. We use youth voice work to share a platform with young people and put their views and experiences at the centre of the conversation.



Powered by

**MENTAL HEALTH INNOVATIONS**

# ORGANISATIONAL STRATEGY

We have four key areas of focus for 2022 to 2025.

## Strategic objective one – Shout and The Mix services

Deliver free, 24/7 mental health support through high quality services, built upon a sustainable financial foundation, with targeted reach into diverse groups.

To ensure the continued quality our services we will:

- Use Mental Health Innovation's data and clinical insights to ensure the sustained delivery of a high-calibre, innovative services
- Develop an income strategy to deliver £7 million per annum over the next three years
- Assess the current and future technology requirements for the delivery of our services

## Strategic objective two – Data insights

Deliver data and clinical insights that will support and enhance Mental Health Innovation's services, engage and influence external audiences, inform new product development and advance collective knowledge in addressing mental health problems. To achieve this objective we will:

- Use data science, particularly machine learning and natural language processing, to develop innovative approaches to analysing our datasets to maintain and improve our services and generate novel insights into mental health
- Build long-term partnerships with government departments and services, through delivery of data and clinical insights
- Produce and disseminate regular content informed by data and clinical insights in order to build Mental Health Innovation's reputation and prominence among a range of audiences, including national and local government, the media, the mental health sector and the general public

## Strategic objective three – People and culture

As an organisation we are united behind our values and shared objectives, and we will:

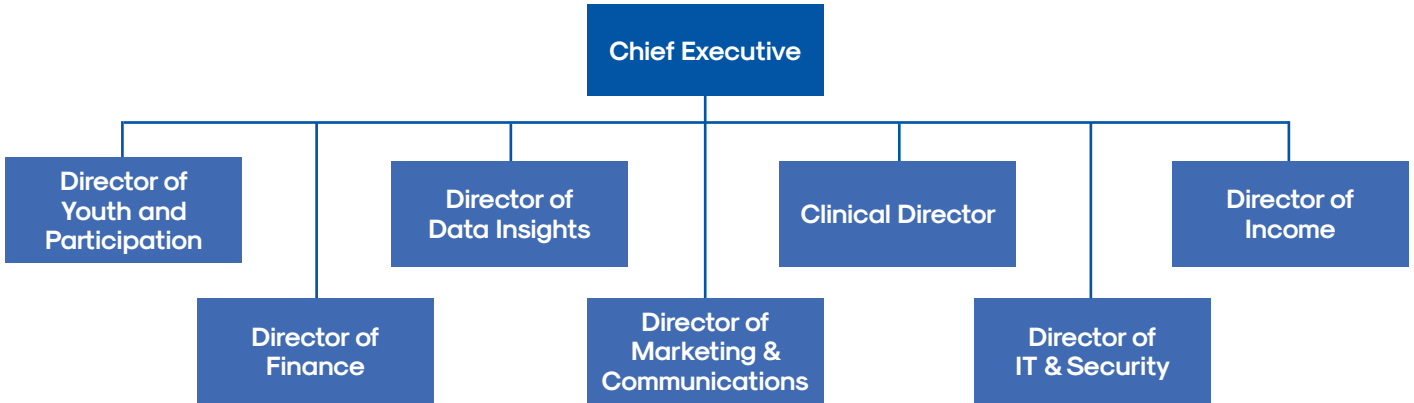
- Encourage active contribution from staff to a supportive, positive and progressive organisational culture
- Promote staff and volunteer wellbeing and facilitate continued growth in expertise, knowledge and professionalism
- Put our service users at the heart of everything we do, including increased engagement of service users in the development and evaluation of our work

## Strategic objective four – Innovative products and services

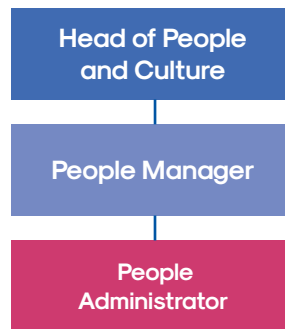
Building on Mental Health Innovation's clinical expertise, data insights and partnerships, develop new innovative products and services to meet underserved mental health needs within the UK. Three key categories are Shout service integrations, training and new products and services.

# ORGANISATIONAL STRUCTURE

## Senior management team



## Vacancy department structure



# DIVERSITY, EQUALITY AND INCLUSION

Mental Health Innovations has a Diversity, Equality and Inclusion working group. Their mission is to ensure that the organisation is truly diverse and inclusive, in order that we have a creative and empowered team that can develop and deliver high quality services to anyone who needs them.

The organisation strives to be representative of the UK population at all levels of the organisation, from staff to volunteers and beneficiaries. We are committed to facilitating open conversations that enable stakeholders to challenge our attitudes and working practices; to identifying where improvements need to be made to work towards our goals; to making evidence-based recommendations, seeking feedback and being held accountable for our progress.

# JOB DESCRIPTION

<b>Job title:</b>	People Administrator
<b>Reporting to:</b>	People Manager
<b>Contract:</b>	Permanent
<b>Hours:</b>	40 hours per week (inclusive of one hour paid lunch break per day)
<b>Salary:</b>	£27,000 PA
<b>Base:</b>	Hybrid (our London office is based near Shepherds Bush)
<b>Job purpose:</b>	To provide high quality HR administrative support across the employee lifecycle, working towards Mental Health Innovations' goal of transforming mental health support in the UK and being a great place to work.

## KEY RESPONSIBILITIES

### HR administration

- General filing and administration support for People Team
- Administration of personnel records, ensuring everything required is up to date and compliant with statutory requirements (e.g. Right To Work, background checks)
- Supporting with compliance auditing, payroll administration and HR reporting
- Maintain accurate records on our HR system
- Be the first line of support for HR related queries and incoming tickets on the HR Service Desk, escalating as appropriate
- Complete administration for approvals of new recruitment and payroll authorisations (e.g. promotions, change of job roles)
- Produce appropriate documentation as required
- Sending communications via MHI's HR system or other platforms to announce new starters, leavers, vacancies and any other relevant updates
- Drafting and sending the monthly HR newsletter
- Complete audits on Mental Health Innovations' HR system and employee records to ensure that the data held is accurate and secure, including supporting with projects to move and accurately record historical employee data to our HR system
- Managing time off recording on Mental Health Innovations' HR system, including ensuring that annual leave balances are correct
- Sending gifts to employees, ensuring that agreed budgets are adhered to
- Supporting with training, travel and any other bookings as required
- To support the People Team with any other administrative tasks and projects as required

# KEY RESPONSIBILITIES

## Recruitment

- Advertising new vacancies on our HR system and other relevant channels
- Working closely with relevant teams to support effective employer branding during recruitment, attracting candidates that align with our mission and values
- Ensure a value-for-money approach to recruitment ensuring we attract diverse and high quality candidates by using appropriate sources
- Managing incoming applications and liaising with hiring managers for shortlisting
- Administration and liaison with candidates, arranging interviews for managers, ensuring one member of the People Team is on the interview panel
- Arranging appropriate employee background checks (such as DBS and New Zealand Police Vetting, Reference and Right to Work checks) and supporting the ID check and verification process
- Request new starter paperwork to ensure required payroll information is in place
- Administration of contract, job descriptions and offer letters using an e-signature application
- Having a good knowledge of people processes and policies, ensuring they are followed correctly
- Having a proactive, helpful and friendly approach with candidates to support with making Mental Health Innovations an attractive place to work
- Liaise with the candidates, the People Manager and Hiring Managers to arrange inductions for new starters

## Probation

- Send out template probation review forms for managers to complete with new joiners. Ensure they are completed and uploaded to the HR system
- Monitor probationary period due dates and send letters to confirm when completed

## Leavers

- Ensure that all administration is completed for leavers
- Arrange exit interviews and keep appropriate records
- Arrange appropriate references as requested by former employees





# PERSON SPECIFICATION

## Essential

- Strong administration experience
- Confident with IT and digital systems
- Excellent attention to detail
- Highly organised and able to work to deadlines
- Have a good understanding and commitment to confidentiality
- Excellent communication skills, both written and verbal
- Confident in liaising with a variety of stakeholders, including Senior Managers, to ensure the correct processes and policies are followed
- Adaptable and flexible to changes within the organisation
- Ability to manage own time, confirm priorities and expectations
- A desire to learn and develop new skills and knowledge
- Comfortable performing a wide range of activities, including stretching to new skills and experiences
- A desire to join in a growing charity working at the forefront of digital mental health support

## Desirable

- HR Administration experience
- A CIPD qualification, or working towards
- Experience using Google Suite
- Experience using HRIS and ticketing systems, especially Bamboo HR and Jira
- Experience in the nonprofit sector

*“What I love about being at Mental Health Innovations is working with like-minded people - feeling totally respected and trusted as a professional.”*

Laura, Platform Shift Leader

Shout Volunteers give vital mental health support to people struggling to cope

# BENEFITS

## Health and wellbeing

All permanent UK employees are covered by Vitality health insurance. This includes an employee assistance program (EAP), cash plan and rewards for healthy living, in- and out-patient treatment and private GP service.

Employees are also eligible for a [Blue Light Card](#).

## Flexible working and working from home

We provide flexible and home working opportunities to give you more control over your time at work.

## Competitive pension

We auto-enrol all UK employees onto Aviva's pension scheme. When you join us from New Zealand, you will be auto-enrolled onto the KiwiSaver pension initiative. We offer everybody the chance to contribute to a pension and as the employer, contribute 5% of your salary to your pension.

## Annual leave

Depending on the role, employees in the UK are either entitled to 25 days annual leave plus public holidays or 33 days annual leave including public holidays.

Employees in New Zealand are entitled to five weeks' paid annual holiday at the end of each 12 months of continuous employment with us.

These entitlements are pro-rata for part-time positions.

## Company electronic devices

We provide company laptops to all employees plus other IT equipment such as monitor, keyboard and mouse.

## Excellent opportunities for training and career progression

We are committed to supporting employees' learning and development. Alongside standard mandatory training, we believe that investing in developing people's knowledge and skills is of great benefit to everybody and makes our organisation stronger.

We actively encourage employees to improve knowledge and skills connected to their role and areas of interest, and to do so through personal development plans.

## HOW TO APPLY

Apply with a CV and cover letter at [mhiuk.bamboohr.com/careers](https://mhiuk.bamboohr.com/careers).

Offers of appointment will be subject to the receipt of satisfactory references.

## NOT THIS VACANCY?

Why not join us as a volunteer for Shout or The Mix? Find out more at [giveusas shout.org/volunteer](https://giveusas shout.org/volunteer) or [themix.org.uk/get-involved/volunteering](https://themix.org.uk/get-involved/volunteering).

