

Information Pack

Contract Administrator

Closing date: 20 July 2025

Interview date: 28 July 2025

To discuss the post informally, please
contact:

Kate Lawrence, Assistant
Administration Manager

or

Jack Moore, Communications and
Marketing Manager
on 01482 240200



Job Description

Job title: Contract Administrator
Location: The post holder will be based at Wellington House in Hull but will spend one day per week at Health House in Willerby.
Salary: £23,492.04 per annum pro rata; actual for 22.5 hours is £14,285.70
Hours: 22.5 hours per week. The post holder is required to work their contracted hours flexibly to meet the needs of people who use our services and the organisation. Hours will generally be worked Monday to Friday 9am-5pm.
Reports to: Assistant Administration Manager
BACKGROUND AND CONTEXT <p>Hull and East Yorkshire Mind is well-established voluntary sector organisation working predominantly in Hull and the East Riding of Yorkshire. We deliver services to meet the needs of children, young people and adults who have, or are at risk of, mental health problems. We have a wide portfolio of services which include:</p> <ul style="list-style-type: none">• The delivery of housing related support including our own housing stock and managed properties.• Early intervention and prevention work.• Support services including talking therapies, one to one support and peer support• Employment support services• The delivery of high-quality training to raise mental health awareness in the community and business sectors.
Overall job purpose <p>The post holder will play a key role in supporting our Administration function, taking primary responsibility for organising and coordinating the ARC Trauma Training workstream.</p>
Role responsibilities <ol style="list-style-type: none">1. Organise and coordinate the ARC Trauma Training workstream.2. Ensure accommodation is booked for national trainers attending ARC Trauma Training sessions.3. Facilitate the setup and management of Eventbrite listings for new training courses.4. Liaise with the Humber and North Yorkshire Health and Care Partnership Team to ensure training courses are booked accurately and efficiently.5. Ensure enquiries to the ARC Trauma Training mailbox receive swift replies.

6. Communicate with the finance team to ensure timely processing of payments and invoices, including non-attendance fees.
7. Keep the Humber and North Yorkshire Health and Care Partnership Team informed of upcoming training sessions, attendance figures, and relevant updates.
8. Send reminders and follow-up communications to individuals registered for training sessions.
9. Ensure those attending ARC Trauma Training receive certificates and 12 week follow up surveys.
10. Liaise with venues to confirm room suitability, including accessibility, facilities, and capacity requirements.
11. Maintain detailed and accurate records of training attendance, cancellations, and DNA (Did Not Attend) cases.
12. Prepare and submit monthly impact reports highlighting the reach and effectiveness of ARC Trauma Training for local partners.
13. Provide reception cover as required, offering a friendly and professional first point of contact.
14. Support the wider administrative team with general office duties as needed.

Notes

This job description is not intended to be exhaustive in every respect but rather to define the fundamental purpose, responsibilities and dimensions of the role.

It is the nature of the work of Hull and East Yorkshire Mind that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Please note that all jobs within the Charity are subject to the availability and continuation of external funding.

Person Specification

When we shortlist applications we do so based on the information you tell us. Try to give us as much evidence as possible to show where you meet the requirements of the role. This can include experience from outside of paid work such as volunteering or caring responsibilities.

Job Title: Reporting Administrator		Created: June 2025	
Area	Criteria	Essential	Desirable
Key knowledge / Understanding	Advanced working knowledge of using MS Office to a high standard within an office environment, especially MS Word, Excel Teams and Outlook with the ability to learn new systems.	✓	
Relevant experience	Extensive and varied experience of working in an administrative role	✓	
	Of working in a similar role or one that required a high level of planning, organising and attention to detail	✓	
	Experience of maintaining accurate records, producing reports and data entry	✓	
	Experience of working in a role where liaising effectively with internal and external partners was essential	✓	
	Experience of event coordination, including booking venues, hotels and managing attendee lists.		✓
	Experience in using online booking systems such as Eventbrite or equivalent platforms.		✓
Key competencies	A commitment to the values of Hull and East Yorkshire Mind	✓	
	Able to work on own initiative, plan and prioritise own work to meet strict deadlines	✓	
	Highly developed and effective written and oral communication skills	✓	
	Able to respond flexibly by adapting to changing needs whilst effectively managing a wide range of different tasks	✓	
	Able to stay focused on key priorities and remain resilient when under pressure	✓	
	Able to work effectively as part of a team, willing to support colleagues and provide cover where required.	✓	
Additional requirements	Possession of a full current driving license with use of, a motor vehicle for work purposes		✓

Overview of Hull and East Yorkshire Mind

Founded in 1976, Hull and East Yorkshire Mind has been supporting people with their mental health and wellbeing for almost fifty years.

An independent charity governed by a group of local trustees, Hull and East Yorkshire Mind is affiliated to the Mind network made up of 100 organisations across England and Wales delivering services, campaigning and giving a voice to people with mental health problems, their families, carers and communities.

- Our **VISION:** Better mental health for everyone.
- Our **AMBITION:** To make it easier for people to ask for and receive support for their mental health.
- Our **PURPOSE:** To be there, listen, understand, help, and fight for better mental health. Putting the person at the very heart of what we need to do.

We offer a range of support designed to help individuals to recover and stay well. Working with our local partners, we offer counselling to adults and young people who need our help.

As a housing association with over 30 properties, we provide individuals with a safe environment that aids recovery and promotes independence. This includes a specialist 4 week service that supports individuals leaving hospital to find suitable accommodation that suits their needs.

Throughout the community, we run regular support groups that give individuals the chance to share their experiences with others and learn new skills to improve their mental health.

Other specialist support includes working with Humberside Police in their force control room, working with individuals experiencing poor mental health and drug and alcohol problems, supporting individuals bereaved or affected by suicide as well as offering 24/7 access to information, advice and support.

Our values

Being Human – Connecting people and communities, respecting diversity, and making relationships individual.

Being Authentic – Using our stories, skills, and life experience to show we care, offering hope to make a difference.

Being Brave – In the face of uncertainty, we will be bold, creative, and compassionate. Not afraid to challenge and do things differently.

Being Collaborative – Through nurturing strong effective partnerships, we create opportunities that inspire, influence, and make a measurable difference.

Being Dynamic – Always learning, building on our knowledge and history, being responsive and agile enabling a successful and sustainable future.

Our Model of Mental Health Care (REACH)

At Hull and East Yorkshire Mind we believe it's important to understand what good mental health care looks like. This is more than just understanding the services we deliver, it's about the important elements common across all of our work that help us to understand why we work in the way that we do.

Different organisations have different priorities. We have defined ours using a simple framework that includes Relationships, Environment, Activity, Compassion and Hope. We call this REACH.

Relationships

Trusting, caring relationships are a core foundation of our mental wellbeing. To believe we are cared about we need to feel a human connection. Too often public services focus on maintaining artificial boundaries between those delivering and receiving services to the detriment of both sides. We use some common sense with our professional boundaries; if somebody wants a hug we give them one and if somebody wants to hear about our holidays we share what's appropriate. We expect our team to genuinely care for the people they are working with and, if that's not possible, conversations to be had early on about where the problem lies.

Environment

For those visiting our offices and community groups through to people living in our housing, a poor environment encourages poor mental health. If people feel safe, secure and valued they are much more likely to stay well and recover faster. We need to make sure the physical spaces and 'atmosphere' are welcoming. Where possible we need shared spaces and avoid cutting ourselves off in the 'staff offices'. We expect everybody working in our housing to be conscious that these are peoples' homes we are working in and be conscious of how our behaviour impacts on the environment.

Activity

We know that physical activity is vital to our health and wellbeing and that this is often overlooked when considering mental health care. We also know that activity includes many forms of occupation and how important having a role in society is for most of us. Without it we too easily lose our sense of self and worth and any intervention that doesn't address this vital area will always be temporary. All of our services will encourage paid work where possible, voluntary work where not and mainstream learning where appropriate. Our groups, information line and activities will promote physical exercise and the benefits this bring to mental health.

Compassion

Sometimes we're just too hard on ourselves. We see media portrayals of what 'normal' is supposed to be and beat ourselves up because we don't think we meet the standard. We need to get much better at showing compassion, not just to others around us, but also to ourselves. Sometimes it's OK to be different. People using our services come with all sorts of stories and histories. We want our compassionate approach to run through everything we do, from how we answer the phones to replying to emails and one-to-one interactions. To work at Mind, whatever job you are doing, you have to be able to show you care for the people we are here for.

Hope

Without a genuine belief that things can improve we get stuck and lose motivation. We all need positive role models in our lives and they should be a core part of any service we want to deliver. This isn't always easy and when somebody is acutely unwell it can be difficult to find the hope in what might seem a hopeless situation. Our job is to find that hope and help others see it. We must never shy away from this no matter how difficult it might seem.

Summary of terms and conditions

1. Probationary Period of Service

All new staff will undergo a probationary period which will generally be the first six months.

2. Disclosure and Barring Service (DBS)

It is a condition of employment that all staff have a DBS Disclosure at the appropriate level which will be paid for by Hull and East Yorkshire Mind. However, we reserve the right to deduct the cost of the disclosure if an employee leaves within 6 months.

3. Hours of Work

As per your contract of employment. All hours to be worked on a flexible basis to meet the needs of clients and the organisation. Staff who work more than six hours per day will take an unpaid lunch break of not less than 30 minutes.

4. Pay

No automatic annual increments are payable except for any cost of living increase which may be awarded to all employees at the absolute discretion of the Executive Committee.

5. Annual Holidays and Holiday Pay

Annual holiday entitlement with pay is 25 working days for full time staff and on a pro rata basis for staff working part time. In addition paid leave will be granted for all bank holidays (on a pro rata basis for part time staff) in each year.

6. Payments During Sickness/Injury

Staff who are absent from work for reasons of sickness, or injury sustained whilst carrying out their duties, will receive full Company Sick pay for up to 6 weeks, followed by 2 weeks' at half pay in a 12 month period.

7. Pension Scheme

Under the Government pension regulations all eligible staff will be automatically enrolled into the Company Pension Scheme currently provided by Aviva. Staff contributions will be in line with the minimum percentage of gross basic earnings set by the Government. The employer contribution will be 3% of gross basic earnings. Additionally staff who are either non eligible or not entitled, under the regulations, may join the scheme and the same contribution levels would apply.

8. Subsistence and Travelling Expenses

Subsistence and travelling expenses are paid at rates determined by Hull and East Yorkshire Mind. Staff who work from home will have the first 10 miles deducted from their daily mileage claim.

9. Trade Union Membership

Employees have the right to a Trade Union should they wish.