

## Job Description: Project & Events Administrator – The Global Business Collaboration for Better Workplace Mental Health

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|----------------------|---|------------------------|--|
| <b>Job title</b>     | Project & Events Administrator                        | <b>Location</b>        | Remote (based at home) but required to attend events and in-person team meetings |
| <b>Contract type</b> | Employment  | <b>Contract length</b> | 12 month fixed-term contract   |
| <b>Remuneration</b>  | £20,000 - £25,000 (pro rata), depending on experience | <b>Days</b>            | 3 – 4 days a week  |
| <b>Reporting to</b>  | Global Programme Director                             | <b>Direct reports</b>  | N/A  |

### About MindForward Alliance

[MindForward Alliance](#) is a leading global not-for-profit membership organisation transforming workplace culture into one that supports the mental health of its employees. Using best practices from around the globe, we offer a range of tools and services to support businesses create mentally healthy workplaces. **Our ambition** is to unite businesses globally to set the global standards for workplace mental health. We believe that workplaces have a responsibility to actively protect and nurture the health of their people. The business impact is also substantial: without mentally healthy workplaces, organizations risk reduced productivity, increased costs, and loss of competitive advantage. From annual assessments that give managers a roadmap to building a healthier culture, to strategic roundtables that help solve workplace mental health issues from the top down, we provide step-by-step guidance that helps fuel changemakers to make a lasting impact.

MindForward Alliance is the latest development from the [City Mental Health Alliance \(CMHA\)](#), growing the reach and impact of our community. Since launching CMHA in the UK in 2012, our community of have been boldly changing the world of work to build a healthier culture, where people can thrive. The CMHA is established in the UK, Hong Kong, Australia and New Zealand, Singapore and India.

### About the Global Business Collaboration for Better Workplace Mental Health:

[The Global Business Collaboration for Better Workplace Mental Health \(GBC\)](#) is a business-led leadership campaign whose mission is to advocate for – and accelerate – positive change for mental health in the workplace on a global basis. **Our vision** is to create a world where all workplace leaders recognise signs of struggle, have the right tools to support employees, and commit to taking tangible and evidence-based action on mental health and wellbeing in the workplace, enabling their workforce to thrive. The Founding Partners of the GBC are BHP, bp, Clifford Chance, Deloitte,

HSBC, Sodexo, Unilever, Visa and WPP. In 2022 the GBC partnered with MindForward Alliance to work alongside the Founding Partners to take the vision and purpose of the collaboration forward.

To date, over 100 organisations with a presence in over 60 countries have signed the GBC [Leadership Pledge](#), committing to take positive action on workplace mental health in every territory their business operates in. Our focus is to drive forward the evidence base in workplace mental health and measure impact against the Leadership Pledge. We will also be forming regional hubs to amplify our collective voice to encourage other business leaders to join this global movement. Together we will de-stigmatise mental health challenges and collectively take action to ensure mental health is a priority in every workplace.

### Role summary

The GBC Project & Events administrator is a new role to support the delivery of the Global Business Collaboration for Better Workplace Mental Health. The successful applicant will provide proactive support in the day-to-day operational management and delivery of the GBC campaign activities and events, bringing a confident, solutions focused and creative approach.

This is a great opportunity for an experienced administrator to play an instrumental role at the heart of the team and support the delivery of an ambitious global strategy to de-stigmatise mental health at work and engage business leaders around the world, placing mental health wellbeing at the heart of business strategy.

### Location

The MindForward Alliance team works remotely and this role is home-based. Depending on location, there may be the opportunity to attend in person meetings and events in the UK and globally.

This role will report to the Global Programme Director based in the UK but will work closely with the MindForward Executive Team, both in the UK and globally. MindForward Alliance has chapters and teams based in UK, Hong Kong, Australia and New Zealand, Singapore and India.

### Main Responsibilities

#### Operations / team support – 40%

- Manage scheduling of high level programme meetings including steering group, management committee and working group meetings, working closely with Founding Partners and internal teams
- Support on preparing agendas and papers for steering group, management committee and working group meetings, taking and circulating minutes after to ensure decisions are implemented
- Manage subscriptions to support the delivery of the campaign (mailchimp, vimeo, Microsoft) ensuring subscriptions are updated and invoices raised as required, ensuring value for money
- Manage programme databases and CRM ensuring records are accurate and up to date to support effective delivery of the campaign

- Diary management, meeting scheduling and organising travel for Programme Director

#### **Programme support – 30%**

- Manage enquiries from organisations interested in the GBC and the Leadership Pledge, providing accurate and timely information to encourage them to join our community
- Support the Programme Manager to deliver the on-boarding and stewardship process for new Pledge signatories
- Support the creation of programme materials, including newsletters, social media assets, toolkits and resources
- Manage programme databases and records to support effective delivery of the campaign, including mailchimp database ensuring contacts are up to date to support effective communications
- Manage updates to the GBC website, including updating new Pledge signatories, news articles and resources, and reporting bugs as required

#### **Event support – 30%**

- Provide high quality and effective administrative and operational support for all events
- Support the Event Manager with the delivery of all aspects of successful virtual and in-person events, including planning, set-up, guest communications, preparation of event materials and event production and editing
- Co-ordinate event invitation process, manage RSVPs and guestlists ensuring all attendees have timely and accurate information
- Work closely with Event Manager and internal team to ensure events are effectively promoted to their target audience

### **Required skills and experience**

#### **Essential**

- Significant experience of providing administrative support at Director or Senior Manager level or experience in providing project and events administrative support
- A proactive team player who can work across a variety of projects and support all aspects of the team's work, as well as use own initiative and work independently to achieve deadlines
- Excellent organisational and scheduling skills, with a strong eye for detail
- Strong prioritisation skills, confident in managing different priorities effectively
- Strong problem solving skills and ability to adapt to changing circumstances
- A competent IT user (Proficient in Microsoft Office 365 - Word, Excel, PowerPoint, Outlook, and SharePoint) with a willingness to learn new software packages, CRM systems and website management systems as required
- Extensive knowledge of working with mailchimp for marketing and CRM
- Good understanding of, and experience of working with, meeting and event platforms, in particular zoom but ability to grasp other platforms quickly

- Strong interpersonal and communications skills and ability to work with a variety of stakeholders to deliver responsibilities and ensure smooth running of the campaign

#### **Desirable**

- Video editing skills for Vimeo / zoom to support with post-events communications and social media content
- Good working knowledge of compliance with GDPR rules
- A commitment to, and interest in, advancing mental health, wellbeing, diversity and inclusion

### Application Process and Deadline

Please send a CV and short covering letter clearly demonstrating why you would be good for this role to:

[ellen@citymha.org.uk](mailto:ellen@citymha.org.uk) The deadline for applications is **Tuesday 24<sup>th</sup> January at 9.00am GMT.**

**Diversity & Inclusion:** We value the positive impact, experience and insight that diversity brings to our organisation, members and clients. We encourage and welcome applications from all backgrounds and communities and are committed to having a workforce that is made up of diverse skills, experiences and abilities.

### More about working for us

**Our culture:** We live by our values and to advancing equity, diversity and inclusion in all we do. At the heart of all our work is a commitment to leading the way in making mental health a priority in all organisations so that work is good for your mental health.

#### **Our values:**

**Bold.** We disrupt the status quo. We are not afraid to explore the undiscovered. We are determined to change what is necessary.

**Professional.** We are experts at the intersection of mental health and business. We are intentional thought-leaders who advise our members and beyond.

**Compassionate.** We are empathetic collaborators who are serious about listening, learning and supporting in order to take-action. We are inclusive of different people, perspectives, and ideas. We adapt to changing needs and environments.

**Our benefits:** Our work is important and so are you. We want your work to protect, support and promote good mental health. See below an overview of our benefits package.

- **Agile & flexible working:** This role is suitable for agile and flexible working to give you control over how you work to support you to work and live well.
- **Holiday:** 30 days holiday entitlement a year (plus bank holidays), pro rata.
- **Pension:** Contributory pension scheme.

- **Professional development:** To achieve our ambitious vision we support our team to achieve their full potential and provide opportunities for growth and professional development
- **Team wellbeing:** A calendar of monthly team wellbeing activities centred on the 5 Ways to Wellbeing (Connect with others; Be physically active; Learn new skills; Give to others; and Mindfulness) which focus on education and upskilling on our own personal wellbeing, and that of those around us.