



Mental Fight Club

'Our Business is to Create'

Task Specification

Self-employed Administrator For Mental Fight Club Trustees and Projects

Responsible to: MD and Treasurer

Part time 1 day/8 hours a week - flexible working

Rate of £12.00 per hour

1. Mental Fight Club – Ethos & Policy

- To acquaint yourself with, fully understand and work in accordance with both Mental Fight Club (MFC) and The Dragon Café's (DC) creative and organisational ethos.
- To keep abreast of said ethos as MFC evolves.
- Mental Fight Club has extensive written policies, which include Safeguarding, Health and Safety, Equal Opportunities, Data Protection, a Complaints Procedure and a Code of Conduct. As a freelancer/employee working for MFC, it is your duty to make sure you have read and fully understood these documents, to keep abreast of any subsequent updates, and to strictly abide by all policies at all times.

2. Overarching Responsibilities

- Provide administrative support for the Trustees and the Managing Director
- Attend Trustee Meetings and MFC's AGM
- Produce high quality and accurate documents that can be sent to external parties.

2.1 Main Responsibilities – key tasks

- Attend Trustee meetings and take minutes of the meetings - every six weeks
- Produce and circulate minutes of the Trustee meetings to Trustees and the Managing Director within 10 days.

- Support the Chair and Treasurer of Trustees and Managing Director to arrange meetings – dates, times and organise agendas and venue. This includes arranging Trustees meetings.
- Arrange MFC's AGM – once a year in November/early December - time, date and venue, agree agenda with Chair of Trustee and send invitations to funders and stakeholders.
- Attend the AGM – ensure there is a list of all attendees and take minutes of the AGM. Ensure there are refreshments at the AGM as appropriate.
- Ensure the production of the annual report and printed copies for the AGM.
- Keep a schedule of all MFC activities and an annual diary to be shared with Trustees and Managing Director. Information to be provided by project leads and volunteer lead.
- Collate and summarise feedback from MFC activities – including The Dragon Café, Dragon Café in the City and Re:Create Psychiatry.
- Collate and summarise activity figures from MFC projects – numbers of attendances, diversity data provided by project leads
- Collate feedback for funded projects for funders – to include information on training, volunteers, and case studies.
- Support the Managing Director with the recruitment of staff including arranging interviews and drafting contracts.
- Edit and/or proof read documents for external use
- To support presentations - Power Point or similar as required.
- Ensure all documents are available on a shared drive/Dropbox for access.

3. As and When Duties

Due to the nature of Mental Fight Club's work, the tasks and responsibilities may change and future activities may be challenging to predict. All freelancers are expected to work flexibly and responsively when the occasion arises where tasks not specifically covered in this document have to be undertaken.

4. Changes

This document represents an indicative description of the main tasks you are expected to complete at the date of issue. MFC Trustees will periodically review this Task Specification so that it continues to meet evolving service and organisational needs.

Signed on behalf of Mental Fight Club:

Date:

Signed (freelancer):

Date:

Skills and Experience Requirements

1. Experience of providing administrative support for a charity or NHS organisation
2. Good standard of ICT knowledge and the skills to use Microsoft products including: Word, Excel, Publisher and Power Point.
3. Experience of taking and producing minutes
4. Experience of setting up meetings.
5. Ability to maintain confidentiality
6. Good communication skills – written and verbal
7. Ability to maintain good relationships