

## Job Description

**Position:** Project Co-ordinator

**Salary:** Circa £25,000 (experience dependent)

**Location:** Birmingham/ will consider remote working for 2 days per week

**Contract Hours:** Full Time (37.5 hours per week paid)

**Closing date:** Monday 12<sup>th</sup> July 2021

**Interview Date:** Tuesday 20<sup>th</sup> July 2021 at Birmingham office

Is this you? Can do attitude, energetic and driven. Are you passionate about making a positive impact, working for a purpose driven organisation and being part of a movement?

Yes? Great! Read on to understand more about us, the role and how to apply.

Innovating Minds is a multi-award winning Social Enterprise and one of the UK's fastest growing social enterprises. Founded in 2016, the business has grown from strength to strength financially, customers and people, we work across the UK and recognised as a leading influencer and innovator in mental health and wellbeing.

2021 is a year growth across the board, with our most recent wins in training 250 people to deliver a programme that will help children impacted by domestic abuse and launching the national Clinical Supervision Hub. We are looking to strengthen our team and appoint a Project Coordinator.

*"We offer a world where people with emotional and mental health needs are supported to achieve their aspirations"*



We have also developed a leading online platform EduPod. This is a new way for mental health leads to plan, manage and evaluate their journey to creating happy and mentally healthy environments for the whole school community. EduPod is currently used in over 100 schools.

Due to our ongoing success the Clinical Supervision Hub has grown significantly and therefore we are now looking to recruit a project coordinator to work closely with the Operation Manager and the wider team to make the Supervision Hub a national success.

What will you be doing?

- The main point of contact for supervisees and clinical supervisors
- Onboarding supervisees and responding to any enquiries
- Supporting the clinical supervisors with arranging appointments, administration and responding to any enquiries they have
- Monitoring and reporting on supervisees attendance
- Sending our surveys and questionnaires to supervisees, and analysing the data with support from the clinical team
- To organise online CPD events
- Supporting with the administration of safeguarding concerns
- Reporting on the performance to the CEO and board members.
- Any other duties that are deemed necessary and reasonable.

Innovating Minds operates using online systems only therefore we are looking for a candidate that is experienced and confident with using online systems.

This is an exciting role and an opportunity to be part of making a difference.

We offer flexible working, access to ongoing support, training and we invest in your career aspirations.

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To apply please

To apply, please submit a CV and a covering letter, send to [tracey@innovatingmindscic.com](mailto:tracey@innovatingmindscic.com)

For more information about Innovating Minds CIC, please visit: [www.innovatingmindscic.com](http://www.innovatingmindscic.com)

