



Job Description and Person Specification

Position:	Liaison Co-ordinator
Salary:	£22,401 pro rata (£11,200 actual)
Hours:	17.5 hours per week
Base:	Zion Community Centre, 339 Stretford Road, Hulme, M15 4ZY.
Reporting to:	Chief Executive
Accountable to:	Board of Trustees

Summary of main duties and responsibilities

To work collaboratively with Manchester Mind staff (who are working within Community Mental Health Teams) and Greater Manchester Mental Health Trust. To ensure that all staff maintain a connection with their employing organisation and to take the lead on ensuring that HR issues are dealt with in a supportive way and maintains involvement of community health team managers.

Main duties and responsibilities

- To update HR system with annual leave and sickness.
- To manage supportively all Manchester Mind Staff's sickness leave.
- To work collaboratively with Greater Manchester Mental Health Trust (Trust) managers with regard Manchester Mind staff HR issues.
- To liaise with finance regarding salaries and budgets.
- To support Manchester Mind staff with any issues that may arise.
- To conduct back to work interviews with the Admin Staff.
- To work with Trust Managers to ensure all new staff receive inductions and training.
- To take the lead on recruitment of Manchester Mind staff into the teams.
- To supervise the Manchester Mind administration staff.
- To report any issues to your line manager.
- To provide quarterly reports with regard contract monitoring.

General Responsibilities

- To maintain a professional and confidential approach to work at all times.
- To actively participate in regular supervision sessions and team meetings as requested.
- To be willing to attend appropriate training courses as agreed with your manager.
- To contribute to the effective and efficient running of Manchester Mind by awareness and compliance of policies and procedures, including Health and Safety.

- To ensure data is managed in compliance with General Data Protection Regulations.
- To create positive relationships and to treat all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Minds core aims and values, and adhering to equal opportunities and diversity statements and policies.
- To work outside of normal office hours if required to do so to meet the needs of the service.
- To carry out other duties as requested by the Service Director or Board of Trustees.

This job description may be subject to joint review from time to time between the post holder and Manchester Mind, and as such is liable to amendment.

Person Specification

All person specification points are essential unless otherwise stated (D) and are specific to this post.

Knowledge and Experience

- At least 2 years' experience working in an HR role.
- Experience of working collaboratively.
- Experience of data inputting.
- Experience of supporting staff in a way, which recognises the skills, talents and perspectives of everyone.
- Ability to plan and prioritise work as well as working creatively.
- An understanding of mental health and the impact it can have on people's lives (DESIRABLE).

Skills and Personal Qualities

- Ability to build kind and positive relationships in order to support the development of staff and of organisational partnerships.
- Ability to communicate in a clear and meaningful way.
- Ability to be open and reflective on experiences.
- Good IT skills including Microsoft Word, Excel and Outlook.

