Job Description for MMHA Senior Campaign Assistant

Job Title: MMHA Senior Campaign Assistant

Job Purpose:
- To assist the Campaign team in the implementation of the Maternal Mental Health Alliance (MMHA) Everyone’s Business campaign
- To support the Campaign’s Lived Experience Champion Network
- To support the production of campaign materials
- To support relationships between the campaign and selected organisations/individuals
- To support campaign team with administrative tasks
- To respond on behalf of the campaign to routine enquiries
- To organise the logistical and administrative aspects of campaign events and meetings

Reporting to: MMHA Campaign Manager

Posts that this role manages: No direct line management responsibility

Terms and conditions:
- Annual salary is £27k, pro rata for 3.5 days a week, with an annual increment based on inflation rise) plus NI and pension
- The post holder will be required to work from home, with easy access to London and the South East for meetings
- This is a permanent role (subject to funding)
- 25 days holiday pro rata plus public holidays

Main responsibilities:
- To assist the Campaign Manager and wider campaigns team with administrative and other tasks
- To support the Campaign Champion Network Manager in ensuring smooth running of the Campaign’s network of Lived Experience Champions, ensuring the campaign’s lived-experience Protocol is adhered to; logistics for any lived experience presentations are effectively set up; Champions receive consistent levels of support
- To support in the production of campaign resources, including drafting copy, proof reading and desk research
- To support effective coordination and implementation of an MMHA members’ Engagement Strategy, liaising with selected organisations/individuals (in agreement with the Campaign Manager)
- To organise agenda, send reminder emails and minute action points for weekly team skype meeting and monthly Campaign Working Group Teleconferences
- To manage requests and postage of key campaign resources, as well as the ordering of reprints
- To respond to routine enquiries received (usually by email/telephone)
- To organise the logistical and administrative aspects of campaign events, e.g. annual Evaluation workshop, local and national seminars, face to face team meetings
- To support with social media, including scheduling of tweets and linked in updates
- To assist with logging of key secondary evaluation data
- To maintain a diary of key campaign events
• To manage requests for speakers / presentations, agreeing dates and times, as well as researching best travel options
• To represent the MMHA Everyone’s Business campaign at events as required
• To support the team with other tasks as necessary

**Essential skills and experience required:**
• Excellent written and verbal communication skills
• Experience of office administration, including dealing with telephone and email enquiries and database work.
• Excellent organisational skills, including an ability to plan, organise and prioritise work to deadlines and under pressure
• Excellent interpersonal skills and ability to work with a diverse range of stakeholders
• Experience of working in contexts where high levels of empathy and sensitivity required
• Experience of organising successful events and meetings
• Excellent team working skills
• Excellent ICT skills
• Experience of representing organisations / campaigns to external audiences
• Ability to stay flexible and calm in a busy and often changing environment
• Ability to work on own initiative with minimum supervision
• Willingness and availability to travel for events and meetings

**Desirable skills and experience required:**
• Experience of working from home and managing work / time, and communication with team members accordingly
• Understanding of perinatal mental illness, including the range in type and quality of treatment experienced by women in the UK
• Experience of working with people who have had a lived experience (of a mental health condition)
• Experience of writing/proof-reading articles, newsletters and/or reports to tight deadlines
• Experience of working within a charity/campaigning environment

**Requirements from applicants**
• Current CV
• Cover letter outlining how your skills, knowledge and experiences match those outlined in the job description and reason for interest in the role
• Name and contact details of 2 referees

**Application deadline and contact details**
• To apply for this position, please submit your CV in the first instance to our retained Consultant, Sonya Clampett, Director of Longmire Recruitment, sonya@longmirerecruitment.co.uk Please quote reference SCA1018
• If you would like an informal chat about the role, please call Sonya on 07734414077
• Applicants are invited to submit their applications by Thursday 15th November
• Interviews will be held for shortlisted candidates the week of 3rd December

**Further information**
Further information about the Maternal Mental Health Alliance and the Everyone’s Business campaign can be found at [www.maternalmentalhealthalliance.org.uk/campaign](http://www.maternalmentalhealthalliance.org.uk/campaign)