



**MATERNAL MENTAL
HEALTH ALLIANCE**
Awareness Education Action
to improve the lives of mothers and their infants



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