



Job Title: Administrator

Responsible to: Charity Manager

Based: Home working with the potential for some office based hours, location would be dependent upon the post holder

Working hours: 8 hours per week, Mon – Fri, flexible working hours to be agreed with successful applicant.

Rate of Pay: £4,160 per annum (£10 pr hr)

Are you someone who enjoys being organised and can work independently?

Do you want to use your skills to make a difference to people's lives?

If you can demonstrate our values of Integrity, Trust, & Commitment, and want to be part of fulfilling our mission to improve agricultural and rural mental health in East Anglia, we would be pleased to hear from you.

We are looking for an enthusiastic and organised individual, with good IT and communication skills to support the charities work.

It is important that you like working with people and are confident in your communications, both in person, on email, and over the phone.

The administrator position is a new role and has scope to develop further in the future.

Purpose of Role:

To support the various functions of the charity that help to fulfill the charities mission to improve agricultural and rural mental health in East Anglia. This will be done by delivering coordinated training opportunities and supporting activities that raise awareness of both YANA and mental health.

Responsible for:

You will work closely with the Charity Manager on a wide range of projects and areas of work.

Specifically the role is responsible for:

- Planning and preparing all aspects of our Mental Health First Aid courses
- Liaising with show/event organisers to ensure YANA's presence
- Handling email enquiries
- Supporting volunteer events and talks
- General admin tasks
- Working with the Charity Manager

Closing date for applications 5pm, 26th August 2022

YANA, Norfolk Showground, Dereham Road, Norwich, Norfolk, NR5 0TT

Helpline: 0300 323 0400 | helpline@yanahelp.org **Email:** admin@yanahelp.org