

Assistant Media Officer

Additional information

Conditions of employment

In the light of legislation [Section 8 Asylum and Immigration Act, January 1997], as a condition of being able to commence employment with Mind, the successful candidate will be required to provide documentation to prove that they are able to work in the UK. Such documents will include one or more of the following, as appropriate:

- National Insurance number
- Birth certificate or British passport
- Certificate of registration, or naturalisation as a British citizen
- Passport or documentation evidencing citizenship of an EEA country

Probation

The appointment is subject to a probation period of six months

Salary

Grade B of Mind's salary scales. Salary £21,932 per annum plus £3,310 per annum London weighting

Hours of work/flexible working hours

A standard 35 hours per week within 8.00am to 7.30pm, Monday to Friday, excluding one hour break for lunch. Mind operates a flexible working hours scheme whereby members of staff can vary the time they start and finish work within the parameters agreed by their line managers. However, the core period of 10.00am to 4.00pm (excluding lunch break) are the times during which you must be at work. Time off will be given for work outside the standard hours. **Overtime is not payable.**

How to submit your application

Please submit:

- 1 x electronic copy of your personal details form
 - 1 x electronic copy of your application form
 - 1 x electronic copy of your monitoring form
- by email to recruitment@mind.org.uk **stating reference 19-111**

Closing time and date for completed application forms is: Midday on Monday 23rd September 2019

Interviews are expected to be held week commencing TBC. If you have made an application and have not heard anything a week before that date, you are asked to assume that your application has been unsuccessful. Should this be the case we would like to thank you for your time and effort in submitting your application and hope that this does not deter you from applying for other vacancies with Mind.

We receive a vast number of applications to our roles and therefore cannot reply to all, nor can we provide feedback for applicants that are not shortlisted. We regret, therefore, that it is no longer possible to acknowledge receipt of application forms or to write personally to all applicants.