**Mind**

**Title: Policy and Campaigns Assistant**

**Salary: £25,242**

**Location: Post Covid-19, flexible - likely to be hybrid mix of homeworking and time in Stratford office**

About Mind:

We're Mind, the mental health charity. We're here to make sure no one has to face a mental health problem alone. We provide [advice and support](https://www.mind.org.uk/information-support/) to empower anyone experiencing a mental health problem. We [campaign](https://www.mind.org.uk/news-campaigns/campaigns/) to improve services, raise awareness and promote understanding.

After a challenging year, which included undergoing a period of change – we have emerged with a new strategy that has campaigning at the very heart of it.

By identifying 3 new areas to work on, including: racialised communities, tied to our anti-racist commitment; working alongside young people, addressing trauma (especially in young women); and issues of people living in poverty, we are motivated as a team and as an organisation to expand and deliver beyond our long-standing work.

We won't give up until everyone experiencing a mental health problem gets support and respect.

About the role:

The Policy and Campaigns Assistant is responsible for providing administrative and assistant level support for the Policy and Campaigns team. You will be the first port of call for the team, and field enquiries from colleagues, members of the public and other organisations. Alongside this, you will carry out tasks across a range of policy issues and play a part in Mind’s external-facing campaigns to improve services and support for people with mental health problems.

You will work across a range of policy issues relating to mental health and play a part in Mind’s influencing work with the outcome of improving the lives and experiencing of people with mental health problems. To achieve this, you will work with people from all departments within Mind, with members of the public, and with people with experience of mental health problems.

Your key responsibilities will consist of providing support for the work of the wider team, ensuring people with lived experience of mental health are involved in all aspects of the team's work, by organising activities such as surveys, focus groups and interviews and developing and maintaining relevant databases and other contact management systems.

About you:

We would like to hear from you if you have:

* Previous experience in policy, campaigns or public affairs.
* Understanding and experience of using a range of influencing and campaigning techniques.
* Knowledge of local, UK Government structures, and UK Parliament and experience of influencing them.
* Ability to take decisions based on good judgement and flexibility to change direction as needed.

How to Apply

Please submit your CV and a supporting statement via this link: <https://mind.octo-firstclass.co.uk/candidates/account/login/111363?aisId=12&rmId=2381&src=3>.

Your statement should be up to 2 pages long (no more than 900 words), answering the following questions:

1. What is your motivation and connection to work for Mind and this role specifically?
2. From what you know from the opportunity, what skills and experience would you bring that will enable you to be successful in this role?
3. Please explain how you would address the needs of the people using Mind’s service.

Our Commitment

Mind welcome all applicants and are keen to ensure their team to reflect the diversity of the UK and the communities they serve. They would like to encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds.

Application Details

Closing Date: 23:59pm Friday 16th July

For more information about the role, please find the job description via this link: <https://sway.office.com/e6ixgnhKhEoPTsiT?ref=Link>