







A picture containing logo

Description automatically generated

**Voluntary Action Coventry**

**VCSE Mental Health Alliance Communication & Administration Officer**

This post is offered on a 12-month basis but may be extended subject to funding

**28 hours per week – salary £25,295 per annum pro rata per annum** **plus 7% pension**

VAC is seeking to appoint a Communications and Administration Officer to promote the VCSE (Voluntary, Community and Social Enterprise) Mental Health Alliance to potential members and other stakeholders and support the activity of the VCSE MH Alliance Steering Group and the Partnership Officer

The postholder will require demonstrable experience of producing information in different formats, of designing promotional material and writing and updating website content as well as experience in the use of different social media channels.

For an application pack, please e-mail [info@vacoventry.org.uk](mailto:info@vacoventry.org.uk) or alternatively download an application from <https://www.vacoventry.org.uk/page/vacancies-0> **Please note this post is subject to a DBS clearance check and is fixed for 12 months.**

VAC application form only, no CVs accepted. Please do not attach a CV to your VAC application form.

**Closing date for applications: 10am, Monday 10 May 2021**

Interviews will be held on 17, 18 & 19 May 2021.

*Registered Charity No 514518*