

Job Description

Position: Project Co-ordinator

Salary: Circa £25,000 (experience dependent)

Location: Birmingham/ Staffordshire (will consider remote working)

Contract Hours: Full Time

Closing date: 27th August 2020

Interview Date: Wednesday 2nd September 2020 (Birmingham or remotely)

Is this you? Can do attitude, energetic and driven. Are you passionate about making a positive impact, working for a purpose driven organisation and being part of a movement?

Yes? Great! Read on to understand more about us, the role and how to apply.

Innovating Minds is a multi-award winning Social Enterprise and one of the UK's fastest growing organisations. Founded in 2016, the business has grown from strength to strength financially, customers and people, we work across the UK and recognised as a leading influencer and innovator in mental health and wellbeing.

2020 is a year of growth across the board, with our most recent win to train over 170 to deliver a programme that will help children impacted by domestic abuse. We are looking to strengthen our team and appoint a Project Coordinator.

"We offer a world where people with emotional and mental health needs are supported to achieve their aspirations"

We have developed a leading online platform EduPod. This is a new way for mental health leads to plan, manage and evaluate their journey to creating happy and mentally healthy environments for the whole school community. EduPod is currently used in over 100 schools.



Due to our ongoing success we have been awarded an exciting programme funded by the Home office and the National lottery called "Healing Together". We are responsible for training facilitators nationally and internationally and enable more children to gain access to the help and support they need.

We are now looking to recruit a Project Co-Ordinator to work closely with the CEO and Programme Manager in making this programme a success.

What will you be doing?

- Onboarding Healing Together delegates and supporting them through their learning journey to become accredited Healing Together facilitators.
- Updating EduPod users and Healing Together facilitators of the resources and support that Innovating Minds is providing.
- Onboarding EduPod Users.
- Identify potential customers and building relationships with key stakeholders.
- To organise online CPD events.
- Providing customer support to Innovating Minds customers.
- Reporting on the performance to the CEO and board members.
- Any other duties that are deemed necessary and reasonable.

This is an exciting role and an opportunity to be part of making a difference.

We offer flexible working, access to ongoing support and training and we invest in your career aspirations.

To apply please

To apply, please complete application form and send to tracey@innovatingmindscic.com

For more information about Innovating Minds CIC, please visit:

www.innovatingmindscic.com

Pre-application enquiries are very welcome. Please contact Dr Asha Patel, CEO, Clinical Psychologist at asha@innovatingmindscic.com.