

**Casual Administrator**

**Job Description & Person Specification**

April 2019 v2.0

**Job Description:**

The College of Mental Health Pharmacy (CMHP) is a charity which aims to benefit individual care through advancing education and research in the practice of mental health pharmacy. Our members are pharmacists, pharmacy technicians, students and others with an interest in psychiatric pharmacy. Although we are a UK-based charity, we have an international membership, including members from Australia, Ireland, New Zealand, Sweden and the USA.

Application for full membership is available to associate members who are pharmacists or pharmacy technicians and have attained an expert level of working. To be eligible for full membership the associate member pharmacist has complete our credentialing process by submitting a portfolio of evidence and sitting a viva. To retain this status, members must recredential every five years by submission of an updated portfolio of evidence. The CMHP Registrar oversees the credentialing and recredentialing processes in conjunction with the Assistant Registrar.

1. To ensure the provision of a quality administrative support service for the credentialing portfolio, supporting the CMHP’s Registrar and Assistant Registrar to retain oversight of the credentialing and recredentialing processes.
2. To send notifications and follow up communication to members for their portfolio submissions and associated information.
3. To communicate with the CMHP Administration for example to confirm payment of fees, website updates and organisation of vivas.
4. To use DropBox to maintain templates associated with the credentialing portfolio.
5. To assist in the maintenance of the credentialed members spreadsheet and prompt the Assistant Registrar when members need to apply for recredentialing.
6. To develop a good working knowledge of the credentialing portfolio so that enquiries can be appropriately and accurately addressed.
7. To assist in the development of administrative function for the new CMHP ‘Foundation Certificate’ pathway.
8. To undertake any other duties or administration tasks as appropriate to the post and as requested by the CMHP’s Registrar and Assistant Registrar.
9. To undertake training and development relevant to the successful execution of the job role.

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| **Employment type:** | Casual |
| **Salary:** | £500/year |
| **Hours:** | Variable hours per week. The post holder is required to work flexibly according to the needs of the credentialing portfolio. Workload typically peaks in April and October. This role is offered on a zero hour contract. |
| **Work location:** | Home based. Expenses will be reimbursed in line with the CMHP expenses policy. |
| **Accountable to:** | Registrar |

**Person Specification:**

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| **Skill/knowledge** | **Essential** | **Desirable** | **Assessment** |
| Excellent communication skills | **√** |  | Interview |
| Excellent administrative skills | **√** |  | Application |
| Literacy, numeracy and IT skills at levels appropriate for the successful performance of duties and responsibilities of the post | **√** |  | Application |
| Able to take and act upon instructions within a given time frame | **√** |  | Interview |
| Strong organisational skills and the ability to use own initiative | **√** |  | Interview |
| An organised and calm approach to duties | **√** |  | Interview |
| Reliable with a flexible and pro-active attitude | **√** |  | Interview |
| Ability to work flexible hours as required | **√** |  | Interview |
| An understanding of the CMHP |  | **√** | Interview |