



Welcome Team Receptionist

Job Title	Welcome Team Receptionist
Full Time	15 hours per week
Contract	Fixed term (6 months)
Responsible to:	Welcome Team Co-ordinator
Based in:	Across Tameside, Oldham and Glossop and other locations across Greater Manchester
Salary:	£7,020 pa - Grade 1 (£16,848 pro rata)

Tameside Oldham and Glossop Mind is recruiting a Welcome Team Receptionist on a fixed term basis, initially for six months. We are also interested in hearing from people interested in working on a bank basis for one-off shifts.

Working in a fast based environment dealing directly with members of the public either by phone or in person, we are looking for someone with a supportive, welcoming manner to help people to get to the right person to help them. We would expect you to be a well organized, sympathetic, flexible and resilient person with a passion for the people we help and quality services. We are looking for people with emotional intelligence, initiative and a proactive approach

Who we are:

We are a flexible and fast-moving charity delivering mental health services across part of Greater Manchester. Our aim is to continue to provide the best quality local mental health services in prevention, early intervention and primary care; alongside empowering individuals and our communities to live well. We offer various services across the community and to individuals aiming to improve wellbeing and raise awareness around the importance of mental health support.

Why choose Tameside, Oldham and Glossop Mind?

1. We offer a dynamic, stimulating environment that embraces change and is open to new ways of working.
2. We provide a real opportunity to influence meaningful change within our society and for you to contribute your expertise to this process.

3. We maintain a strong commitment to ethical standards of working within a socially inclusive environment.
4. We offer ongoing training and development to all staff and volunteers, enabling you to gain qualifications and expertise in mental health and therapeutic interventions.
5. We offer a degree of flexibility around working hours, balancing work and personal commitments.
6. Other benefits include 5 weeks' annual leave plus public holidays, a 5% pension contribution and a discount in our café.

Ready to apply? We'd love to hear from you.

1. [Read the job description and person specification.](#)
2. [Download and complete an application form.](#)
3. [Upload your application here.](#)

**The closing date for applications is midnight on 21st October 2019.
Please contact hr@fogmind.org with any questions.**

As we have limited staff resources we only provide candidates with feedback following interviews.

Please forward this position to anyone you feel may be interested.