



Job Title: Essex Map Administrator

Reporting to: Essex Alliance Coordinator

Normal Place of Work: Hybrid / various locations around West Essex

Hours: 5 hours per week (flexible working times)

Pay: £11.44 per hour

The organisation:

Mind in West Essex is a local, independent mental health charity. We affiliate to Mind (the National Association for Mental Health) a charity with which we share common values and principles.

Our vision is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

The organisation:

The purpose of the Essex VCSE Alliance is to;

Take actions that will strengthen and maximise the effectiveness of VCSE partners across Essex.

Improving outcomes for the residents of greater Essex. Both the Essex

Alliance and Map is fully funded by Essex County Council which enables us

to continue to support the community of Essex.

The purpose of the job:

The Essex Map is an online directory which gives the community of Essex information on their local VCFSE organisations, services, support groups and activities which they can access for a multitude of reasons and needs.

As the Essex Map facilitates support for the whole county we would like

- this tool to work to the best of its ability. To increase the number of users, improve the user experience and make it the “go to” tool for VCSFE organisations to use daily to support their community.

Key tasks areas and responsibilities:

Main duties:

- To update existing listings on the Essex Map
- To upload new listings onto the Essex Map. Focusing on specific areas which seem to need more attention and are missing listings.
- To keep the information on the Essex Map as up to date as possible.
- To work closely with the website developer to improve the Essex Map
- Highlight any new asset maps or directories discovered to the Essex Map coordinator.
- Promote the Essex Map widely amongst groups and organisations across Essex, with occasional travel to events to promote the Essex Map.

Role:

- Support the Essex Alliance Coordinator where possible on updating assets.
- Improve the user experience by cleansing data and making additions to the Essex Map.
- Being able to use or have understanding of Wordpress websites.