



**Mental Health First Aid Instructor • Ref P43**  
**Field Base Yorkshire & Humber**  
**£21,519- £23,780 per annum pro rata**  
**18.5 Hours per week**

Mental Health First Aid (MHFA) is the help given to someone experiencing a mental health problem before professional help is obtained. Community Links is delivering the accredited MHFA 2-day training course across the whole Yorkshire and the Humber region. The course is currently delivered to business and the general public. Based around four Mental Health topic modules it also promotes mental health awareness, recovery, signposting and helps to reduce stigma. The team is based in Leeds, however the nature of this field based role will mean that travel is required and being a car user is essential.

**Training Administrator (MHFA) • Ref P44**  
**Based Chapel Allerton- (Leeds 7)**  
**£19,621- £21,519 per annum**  
**37 Hours per week**

You will be the first point of contact for clients and instructors on the MHFA training programmes. Your role involves forming and maintaining records, updating diaries and ensuring that travel schedules, accommodation and venues are all booked in advance. Admin experience is essential, as you need to be highly organised and comfortable with office processes. An advanced knowledge of Microsoft Office, with the ability to produce reports and presentations, is essential.

Community Links a leading provider of mental health services throughout Yorkshire and the Humber. We're one of Britain's Best Companies to Work For too. So we can offer careers that are rewarding in every sense of the word.

**We offer an extensive package, including generous annual leave, excellent training (including MHFA Instructor Training) and development, pension scheme, local benefits and work-life balance policies.**

For more information or an application pack, please visit [www.commlinks.co.uk](http://www.commlinks.co.uk) or email: [recruitment@commlinks.co.uk](mailto:recruitment@commlinks.co.uk)

Closing date: Wednesday 5pm 10<sup>th</sup> March 2010

Information about the project can also be found at [www.mentalhealthfirstaidyorksandhumber.org](http://www.mentalhealthfirstaidyorksandhumber.org)

Our aim is for our workforce to reflect the diverse and exciting region we serve.  
We particularly welcome applications from black and minority ethnic candidates.

