**An exciting opportunity at CPSL Mind**

CPSL Mind is a vibrant, values-led charity that supports local people in their recovery from mental health issues, promotes wellbeing and campaigns against stigma and discrimination.

**WorkWell Personal Budget Co-ordinator**

**Fixed Term Contract to 31st March 2026**

**Salary Scale Point 15 (April 2024)**

**£26,452.00 per annum (Full Time)**

**Monday to Friday 9.00am-5.00pm**

**Based in our Cambridge office with hybrid working option and some travel across South and East Cambridgeshire.**

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WorkWell is an exciting new project that will look to support people across Cambridge City, East Cambs and South Cambs in either getting back to work or to enable them to thrive at work.

The Work Well program will support people who are struggling to maintain employment or have recently lost their employment due to health challenges.

Work Well Coaches may request the allocation of a personal support budget, the WorkWell Personal Budget Co-ordinator will ensure that individual budgets and the fund as a whole are managed within the parameters of the project.

Working across the Work Well Team and the CPSL Mind Finance Team, the post holder will monitor spending against personal support budgets including matching of invoices or receipts to individual spends. They will monitor the total allocation of personal budgets and prepare monthly invoices to the program funders.

***We are an equal opportunities employer and welcome applications from all sections of the community and those with* *their own lived experiences of mental health challenges.***

To apply, please visit our website: [www.cpslmind.org.uk](http://www.cpslmind.org.uk) to download a CPSL Mind Application Form and Equality & Diversity Monitoring Form

When complete, please email both documents to [hellohr@cpslmind.org.uk](mailto:hellohr@cpslmind.org.uk)

If you require further information please contact [hellohr@cpslmind.org.uk](mailto:hellohr@cpslmind.org.uk)

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**We actively monitor applications for employment and will shortlist and**

**arrange interviews for these roles as applications are submitted.**

**Please visit:** <https://www.cpslmind.org.uk/about-us/careers/> **for full details**

Charity number: 265087 Company number: 1082980