

Re-Vision Job Description and Person Specification part-time Administrator October 2021

Hours: 3 days per week (21 hours) to be worked over regular days by agreement. One of the days worked should ideally be a Thursday.

Salary: £22,500 pa pro rata, rising to £24,200 on completion of successful six months probation.

Holiday: 25 days plus bank holidays pro rata

Responsible to: Business Director

Main purpose of job: To aid with the smooth running of the organisation as a whole. You will take particular responsibility for administrative support for sections of Re-Vision's counselling or psychotherapy training, while also giving support to the administration of the rest of Re-Vision's training and events. You will also provide administrative support to the Low Cost Counselling Service (LCCS).

The following is an outline of the responsibilities involved but is not definitive.

Training

To work on tasks such as:

- providing information to potential students
- recording and following up potential student interest
- Organising student interviews
- ensuring students have all the information and documentation they need before, during and after their course
- keeping records
- promotion of the training
- supporting the stage coordinator and training programme manager with administrative and organisational tasks as needed.

Low Cost Counselling Service

- Support the LCCS manager as required, for instance on recruitment of placement counsellors, updating handbooks and other documents, work on allocating and booking rooms
- Work with the placement counsellors to ensure that payments are made by clients and that finance systems are followed
- Other support as necessary

General – along with the other administrators take an active role in upkeep of premises and office systems, for instance:

- Responsibility for equipment and other training resources
- Ordering and keeping track of essential supplies for premises and the office
- Responsibility for set up of rooms and equipment provision for training in the building
- Ensuring the room booking system is kept up to date
- Ensure financial records are kept up to date
- Take part in the organisation and administration of all Re-Vision training and events
- Using and contributing to the development of office systems and procedures to best meet the needs of the organisation

- Use and develop the database as a tool for recording customer interest and activity and for promotion.
- To work closely with and deputise for the other Administrators as necessary

Person Specification:

Necessary skills and experience:

- Experience of administrative work in an office environment
- Excellent attention to detail
- Ability to use and devise admin systems
- Excellent IT skills in Microsoft Word and email
- Ability to learn and use other IT packages effectively
- Ability to communicate effectively with a wide range of people by phone, email & face-to-face
- Good standard of written and spoken English
- Good numeracy skills
- An ability to prioritise and manage your own work and meet deadlines
- Ability to work as part of a team
- An interest in the work of Re-Vision
- Commitment to the aims and ethos of Re-Vision
- An understanding of the educational needs of Re-Vision students
- An understanding of and commitment to equal opportunities.
- Understanding of and commitment to health & safety at work.
- A willingness to learn new skills and undertake new tasks.

Desirable

- Knowledge of counselling and psychotherapy training

How to apply:

Send an email to recruitment@re-vision.org.uk with two attachments as word documents or if necessary, PDFs:

- 1) your CV and
- 2) a covering letter which clearly and explicitly shows how you meet the person specification attached to the job description.

Please put your name and the title of the job you are applying for in the subject line of your application email. Make sure that each of your attachments are titled both with your name and with the post you are applying for - and ensure that this information is also clear in the body of the document. Please send attachments as word documents or PDFs. Please include the names and contact details (preferably email) of two referees, one of whom should be your current or most recent employer, on your CV or covering letter. If you haven't yet, please have a look at the background documentation at <http://www.re-vision.org.uk/re-vision/work-re-vision/>

The closing date is Sunday 21st November 2021 and we are hoping to interview (via Zoom) in the week beginning 6th December.