



Re-Vision, 97 Brondesbury Road, London NW6 6RY Tel: 020 8357 8881
Email: info@re-vision.org.uk Website: www.re-vision.org.uk

Training Administrator part-time

Re-Vision's training offers a creative, contemporary approach to counselling and psychotherapy, combining a transpersonal and soulful perspective with clinical excellence. We are looking for an experienced administrator to join our team and take responsibility for administrative and student support on particular stages of our counselling and psychotherapy training, external events, our student library and our Low Cost Counselling Service (LCCS).

Hours: 21 hours per week to be worked over 3 days by agreement across Monday, Wednesday, Thursday and Friday (with Thursday a required office day).

Location: 97 Brondesbury Road, a minimum of 2 days a week to be worked in the office (to include Thursdays) the remaining hours agreed can be remote.

Salary: £26,500 - £27,500 pa pro rata.

Areas of work

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

Training and Student Liaison

Responding to enquiries, applications and arranging interviews annually

Updating and sharing the cloud-based (google workspace) training resources throughout the year

Maintain student records; monitoring absence etc.

Supporting the administration of student reviews and qualification

Arrange external venues when needed for core training and additional events such as Re-Vision's annual conference, graduation event and the student summer school.

Supporting the Stage Coordinators and Programme Manager with administrative and organisational tasks as needed

Low Cost Counselling Service

Supporting the LCCS Manager in the recruitment of placement counsellors, updating handbooks and other documents

Oversee the allocating and booking of rooms

Work with the placement counsellors to ensure that payments are made by clients and that finance systems are followed

Library

Cataloguing new books

Liaising with student library reps on library housekeeping

Annual audit each summer

Premises

Support the regular reporting and correspondence with utility companies and property maintenance specialists

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

General

Along with the other administrators take an active role in the general 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 student 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 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

An understanding of the educational needs of Re-Vision students

Knowledge of counselling and psychotherapy training

Experience of working within a educational/ training environment

Experience of working with Google Workspace

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/>