

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Admin Officer</b>
<b>Salary Scale:</b>	£23,100 (Pro-rata)
<b>Responsible to:</b>	CEO
<b>Location:</b>	5a Atholl Place, Perth, PH15ND
<b>Hours:</b>	12 (Hybrid)
<b>Contract Type:</b>	Fixed-Term for 9 months with hope to be able to extend.

### **ABOUT ORGANISATION**

As a charity we work closely with people who have experienced psychological trauma and are living with the symptoms of this. We work in partnership with trauma survivors to improve their quality of life through therapy, training and personal development, shaping future services and the understanding of trauma through research projects. We promote a holistic and multi-faceted approach to treating all types of psychological trauma, prioritising mutual understanding and respect of clients, staff and volunteers. As an organisation we thrive to be transparent, consistent and autonomous. We are looking for a person who shares our values and has skills that can contribute to shape a small growing charity.

### **ABOUT THE ROLE**

The part-time salary for this position is £7,920 a year. We would require the successful candidate to work a minimum of 1 day in the office and the remaining 5 hours could be worked either in the office or at home. The days and hours worked are flexible and can be agreed when starting. There may be times however when the admin office is required to work an occasional weekend/evening to support any events.

### **MAIN TASKS AND RESPONSIBILITIES:**

1. Provide general admin support to ensure smooth running of the charity.
2. Answer any incoming enquiries and signpost when necessary.
3. Work with other members of staff to prepare and manage any admin related to our core projects.
4. Manage our counselling booking system and ensure clients details are kept up to date.
5. Promote our work via our social media channels and ensure our website is kept up to date.
6. Be responsible for managing and securing confidential information.
7. Send out information packs to participants of Pathways to Hope.
8. Send out information to partners and volunteers related to the Perth and Kinross Mental Health and Wellbeing Festival

9. Keep a record of workshops booked for the Perth and Kinross Mental Health Festival and work with the Project Officer to put together the itinerary.
10. Prepare and send out monthly newsletters.
11. Upload and scan project paperwork.
12. Input data into spreadsheet.
13. Follow data protection policy and good practice at all times to ensure the privacy and security of service-users' personal data.
14. Any other duties required.

### **Job Spec for Admin Officer**

	ESSENTIAL	DESIRABLE
Qualifications/ Training	5 Standard Grades or equivalent and Higher in English A willingness to undergo any training related to role including mental health and trauma training.	•Training or qualification in administration
Knowledge / Understanding		An understanding of Mental health and the impact of trauma
Skills	Strong communication skills, both in person, online and in written communications. Strong IT skills and a willingness and ability to learn new software or skills, as required. Able to use MS Office package proficiently Prioritisation and strong organisational skills. Excellent attention to detail Creative and has the confidence to work independently Ability to work as part of a team and build respectful relationships	
Personal Qualities	Commitment to Trauma Healing Together values and ethos Compassionate, caring and kind. Can speak openly and honestly about mental health with emotional maturity. Is passionate about improving the life of trauma survivors and improving the services available.	
Experience	Experience of using social media and digital communication tools. Experience of being in an administrative role	Experience of working in the mental health sector.