**POST TITLE: Admin Officer**

**Salary Scale:** £22,000

**Responsible to:** CEO

**Location:** 5 Atholl Place, Perth, PH15NE

**Hours per week:** 7

**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.

**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. Be responsible for managing and securing confidential information.
6. Send out information packs to participants of the Resilience Project
7. Send out information to partners and volunteers related to the Perth and Kinross Mental Health and Wellbeing Festival
8. Keep a record of workshops booked for the Perth and Kinross Mental Health Festival and work with the Project Office to put together the itinerary
9. Prepare and send out monthly newsletters
10. Upload and scan project paperwork
11. Input data into spreadsheet
12. Follow data protection policy and good practice at all times to ensure the privacy and security of service-users’ personal data.
13. Undertake any other duties appropriate to the post and in accordance with the needs of Trauma Healing Together

**Job Spec for Communications and Events Officer**

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|  | 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 |  | A basic 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.  Ability to use office  Prioritisation and strong organisational skills, with an eye for 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.  Passionate about mental health |  |
| Experience | 2 years’ experience in a role that required administration skills  Experience of using social media and digital communication tools. | Experience of working in the mental health sector. |