

Contract type:

Permanent (Subject to a probationary period of 6 months)

Hours:

30 hours per week (some flexible working, including evenings, will be required)

Salary:

£15,200 per annum (£19,000 pro rata)

Location:

Office based role (11 Orchard Street, Bristol BS1 5EH)

Purpose of the Post:

To provide overall administrative support for SIP's training programme (including contributory administrative support for SIP events programme) and to work with other staff members to ensure the smooth running of the organisation.

The Training Administrator is managed by the Head of Training, being tasked by the Head of Training and by members of the Training Committee and the Membership and Marketing Co-ordinator, subject to overall workload management by the Head of Training.

The post is subject to a six-month probationary period.

JOB DESCRIPTION

Key Tasks:

- *Secretarial support:* to provide secretarial support to the Head of Training and the Training Committee.
- *Meetings:* to attend and minute meetings of the Training Committee.
- *General training administration:* to provide administrative support for the Training Committee as tasked, including handling telephone and email enquiries; contact with trainees and those applying to train or to attend courses or events; scanning, filing, maintaining, updating, and disposing of documents and records in accordance with confidentiality and GDPR requirements.
- *Contracts:* to process contracts for seminar leaders and personal tutors and act as a point of communication for seminar leaders and personal tutors as they fulfil their roles.
- *Training applications and admissions:* to fulfil all administrative aspects of the training and course application process; oversee the production and accessibility of application materials; log all enquiries and applications.
- *Curriculum delivery:* to administer all aspects of the timetable and ensure suitable accommodation is booked; to communicate term dates and venues to seminar leaders and trainees; to assist seminar leaders in communicating teaching programmes and reading lists; to ensure relevant report and attendance forms are completed and submitted by seminar leaders.

- *Trainees:* to prepare and distribute information to new trainees; receive and process written work from trainees and supervisors' reports thereon; to ensure trainees' files are kept up to date and that feedback forms are sent out to, and received from, supervisors, seminar leaders and personal tutors for mid-term and annual reviews. To keep relevant Training Committee personnel informed of written work and reports received.
- *Subscriptions & Registrations:* to ensure trainees' registrations and subscriptions to relevant journals are set up and maintained.
- *Finance and budgeting:* to assist the Head of Training and the Finance Manager to develop and monitor all training budgets.
- *Publicity and events:* to provide administrative support to the Head of Training in organising open days and other events to publicise SIPs training and courses; to work with the Membership and Marketing Co-ordinator to publicise SIP's events, and update training-related events and courses on SIPs social media and website.
- To work within the ethos and requirements of SIPs Confidentiality and Equal Opportunities Policies.
- To undertake any other tasks and responsibilities as may be commensurate with the post.

PERSON SPECIFICATION

Essential:

- a. Pleasant, empathetic manner and good customer service skills
- b. Experience of dealing with students and/or customers
- c. Experience in working with and supporting working groups such as committees (or similar)
- d. Experience of working as part of a small team
- e. Excellent computer skills (including Word and Excel)
- f. Good communication skills, both written and verbal
- g. Organised and systematic, with an ability to prioritise and to meet deadlines
- h. Self-motivated, and able to work in a self-reliant manner
- i. Empathy with objectives of SIP
- j. Awareness of confidentiality and data protection issues in line with GDPR

Desirable:

- a. Experience of working in a training-focused organisation
- b. Understanding of psychotherapy work and terminology
- c. Experience of using social media