**Job Description**

**Job title: Temporary PT Admin Assistant (3 month contract)**

**Location: Ipswich office**

**Responsible to: Counselling Coordinator**

**Hours: 14 hours per week**

**Salary: £19,000 (pro rata, £9.88 per hour)**

**About Suffolk Rape Crisis**

Suffolk Rape Crisis (SRC) is a feminist organisation, which aims to:

* Support survivors of rape or sexual abuse aged 14+. We work to empower survivors and help them to maintain control of their lives
* Raise awareness about rape, sexual abuse and sexual violence
* Provide information, guidance, training, and expertise within the community.
* Contribute to policy initiatives and strategies aimed at improving the service provision for survivors.
* Actively challenge the values, beliefs and behaviours which contribute to sexual and gender-based violence.
* Work in partnership with local service providers and communities to promote the values of SRC

**Main Purpose of the post**:

The administrative assistant will provide support to our counselling team, who support women and girls who have experienced sexual violence. She will be responsible ensuring that accurate data is uploaded to the organisation’s database, and that records are kept up to date. Working in accordance with our robust confidentiality and data protection policies, the administrator will be experienced in handling sensitive and confidential information.

Flexible working will be considered.

**Terms and Conditions:**

The post is subject to a one month probationary period. Termination of the post is subject to 4 weeks’ notice on either side.

We welcome applications from anyone who identifies as a woman. We would particularly welcome applications from BAME women, who are currently underrepresented in our team. This post is exempt under Section 83 schedule 9, Part 1, 1.1(a) and (c) of the Equality Act 2010.

**Holiday Entitlement:**  30 working days per annum pro rata

**Duties and Responsibilities**

1. Support the counselling coordinator in ensuring the smooth running of the counselling service, including responding to client and counsellor queries
2. Provide administrative support to the counselling team and counselling coordinator
3. Input service user data to the organisation’s database
4. Ensure information on the organisation’s database is accurate and up to date.
5. Provide reports as required from organisation’s database and records
6. Support the team in administration of expenses and invoices
7. Participate and contribute to team meetings and relevant training
8. Attend meetings and write minutes as required
9. Arrange meetings and training as required
10. Answer phones and door to women and girls accessing the building
11. Work in accordance with SRC’s confidentiality and data protection policies
12. Work in accordance with SRC’s equality and diversity policy

This job description may be updated by the trustees of SRC from time to time in order to meet the changing requirements of the job. Other duties may be required from time to time in line with the purpose and level of responsibility of the post.

# PERSON SPECIFICATION

Short-listing and subsequent selection for this post will be determined by the extent to which you meet the requirements detailed in this person specification. You should try to demonstrate on the application form the extent to which you satisfy each of the points of this specification, where possible in terms of past experience.

**Method of assessment (A = Application, I = Interview, P = Presentation)**

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| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| **Experience/knowledge*** Experience of using databases to input and collate information
* Experience of providing administrative support to a team
* Knowledge of data protection requirements
* Experience handling finance information, including invoices
* Experience of responding to phone and email enquiries
 | * Understanding and knowledge of sexual violence and its impact **(A, I)**
* Experience of working within the voluntary sector
* Experience of working with confidential information
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| **Skills and abilities*** Able to build good rapport and communicate with people **(I, P)**
* Ability to work as part of team **(A, I)**
* Good interpersonal skills **(I, P)**
* Good organisational skills **(A, I)**
* Attention to detail **(A, I)**
* Excellent IT skills including word-processing, spreadsheets and other applications **(A)**
* Ability of work in accordance with data protection policies and legislation
 | * Good record keeping, monitoring and report writing skills **(A)**
* Ability to work on own initiative and be a self-starter **(A, P)**
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| **Training and education*** Evidence of relevant professional or training qualifications **(A)**
 | * Training or qualifications relating to data entry or using database systems
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| **Equality issues*** Understanding and commitment to equality and diversity **(A, I)**
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Please send completed application and equality and diversity monitoring forms to a.roch@srchelp.org.uk by **5pm on 27th May 2019**.