



The Wellbeing Therapy Hut

12th May 2022

Dear Applicant

RE: Position as Admin Support

Thank you for your interest in the above post. Please find within:

1. Guidance Notes
2. How to Apply
3. Job Description
4. Person Specification
5. The Wellbeing Therapy Hut Background Information

Please read the **Guidance Notes** carefully before submitting your application. The deadline for receipt of applications is midnight **Tuesday 7th June 2022**. If you have not heard from us by 15th June 2022, assume you have not been shortlisted. Unfortunately, we are unable to respond to all applicants for feedback on applications.

I shall look forward to receiving your CV and a brief supporting statement, together with a covering letter confirming that you have also completed our online Equality & Diversity monitoring form.

Yours faithfully,

Jessica Farazmand

Director



1. GUIDANCE NOTES

Please read these guidance notes before submitting your application.

The CV and supporting statement are essential parts of the recruitment process as they are used to decide who will be shortlisted for interview. Please ensure, therefore, that you read the Job Description, Person Specification and these notes carefully before submitting your application.

Job Description

The Job Description contains details of the duties and responsibilities of the post for which you are applying. These are outlined as comprehensively as possible to give a clear idea of what will be required of the post holder.

Person Specification

The Person Specification lists the requirements of the post, in terms of experience, knowledge, skills and abilities. These are the criteria used in deciding who will be called for interview. It is therefore vital that you consider the requirements listed in the Person Specification when writing your supporting statement and that you demonstrate how your skills and experience meet these requirements.

Equality & Diversity Monitoring

This form is used to assess whether our advertising is reaching all sections of the community. It plays no part in the recruitment process. The monitoring form is anonymous and is separated from your application on arrival at the Centre. We would be grateful if you could complete this form online and return it with your CV and supporting statement. . <https://forms.gle/FmHbMEoibB89MNnE9>



2. HOW TO APPLY

Your application should comprise:

- **A mandatory supporting statement of no more than 600 words.**
This is your opportunity to tell us why you want to join The Wellbeing Therapy Hut in this post and what makes you a good candidate for the job. Complete this statement and relate your skills, knowledge and experience to the Person Specification criteria listed as fully as possible with reference to your paid and/or unpaid work experience, training and qualifications as appropriate. Due to possible high number of applications we reserve the right to not consider applications which do not specifically address the points in the Person Specification in order.
- **A full CV**
Please include your educational and professional qualifications, a full employment history highlighting key responsibilities and relevant achievements, including dates and reasons for any gaps in employment, and any voluntary experience you have had.
- **A covering letter including the details of two referees, one of which should be your current employer.**
As well as your own contact details, please include each referee's name, role and organisation, relationship to you, how long they have known you, address, contact number and email address. Referees will not be contacted unless you are offered the role. Details of referees are held in the strictest confidence. **NB:**
- Please give details of whether you have a prosecution pending or have you ever been convicted by a court or cautioned by the police for any offence. If so, please send details alongside your application in a confidential attachment. This will only be opened by the Director if the candidate is shortlisted. Disclosure will not automatically disqualify you from consideration for this post.

Applications should be emailed to Jess Farazmand, info@thewellbeingtherapyhut.co.uk



Job Title	Admin Support	Hours	10 hours
Salary	£9.50 - £10 per hour plus 3% pension	Location	Remote working but possibly Epsom office
Reports to	Director		
Main Purpose and Scope of the Job	To support Director in admin duties. Working with other counsellors (Trainee & Qualified) with admin duties. Answering calls, emails and other communications. Working on our social media. Support with Invoicing clients and book keeping.		
Main Duties and responsibilities	The main duties of the post are to:		
The main duties of the post are:			
<ul style="list-style-type: none"> ■ Working with the DIRECTOR and team, develop and support the delivery of the TWTH. ■ Identify and develop networks and partnerships to open up opportunities to grow. ■ Liaise with statutory, public and private sector organisations on issues concerning Therapy. ■ Maintain contact lists ■ Produce and distribute correspondence memos, letters and forms ■ Assist in the preparation of scheduled reports ■ Provide information by answering questions and requests ■ Handle multiple projects ■ Carry out administrative duties such as filing, typing, copying, scanning, etc. 			



- Write letters and emails on behalf of The Wellbeing Therapy Hut
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Reply to email, telephone, or face to face inquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Photocopy and print out documents on behalf of other colleagues
- Provide polite and professional communication
- Implement clerical duties and administrative processes

- Marketing, Events and Promotion**
- Identify community events and information. Helping build a community resource for counsellors and clients to access.
 - Coordinate the attendance at specific external events, such as local community fairs.
 - Help promote TWTH and additional services
 - Ensure all key social media is updated regularly to promote services

- Other duties of the post are:**
- Vision and Mission.**
- Embrace the spirit and delivery of The Wellbeing Therapy Hut's Vision to help make therapy affordable and accessible
 - Deliver against the outputs and outcomes of The Wellbeing Therapy Hut Strategic plan and delivery plan.



	<ul style="list-style-type: none"> ■ Be responsible for the development and constant updating of your own personal work plan, linked to The Wellbeing Therapy Hut's delivery plan, in agreement with your line manager
	<p>Administration, Monitoring and Evaluation.</p> <ul style="list-style-type: none"> ■ Be responsible for the timeliness of updating all administration and all records relating to your role. ■ Ensure the accurate recording of all activity undertaken. ■ Collect, collate and interpret relevant statistical information and qualitative and quantitative monitoring to meet the requirements to develop the service. ■ To take notes at team meetings ■ To invoice clients weekly using a system and be on top of payments received ■ To assist Director with book keeping
	<p>Staff Training & Meetings.</p> <ul style="list-style-type: none"> ■ Attend appropriate training and staff meetings as required. ■ To be personally responsible for all personal professional development
	<p>Supervision & Appraisal.</p> <ul style="list-style-type: none"> ■ Keep the Line Manager updated on all aspects of the job description through supervision and appraisal. ■ Positively engage in all supervision and appraisal meetings for the benefit of all The Wellbeing Therapy Hut's activities and events.
	<p>Teamwork.</p> <ul style="list-style-type: none"> ■ Work as part of the The Wellbeing Therapy Hut's team, positively contributing to The Wellbeing Therapy Hut life.
	<p>Equality & Diversity.</p>



	<ul style="list-style-type: none"> ■ Work within The Wellbeing Therapy Hut's Equality, Diversity and Inclusion Policy at all times, promoting anti-discriminatory practice across the whole organisation.
	<p>Other Duties.</p> <ul style="list-style-type: none"> ■ Undertake other such duties within the competence of the post holder which may be reasonably required from time to time.

Please Note: Duties outlined in this Job Description may be reviewed and amended from time to time.

Person Specification

Criteria	Essential	Desirable
Experience	Proficient with using MS packages including Word, Excel, Outlook, as well as with databases	
		Knowledge and experience with Quickbooks and Zettle
	Knowledge and experience of external networking, public speaking and presentations	
	Ability with experience in social media and marketing to promote services	
	Knowledge and experience of coordinating and managing key external events	



	To be able to proof read, edit and type at a high standard.	
	An understanding of therapy and what is needed to access therapy. To be empathetic and non judgemental	
	To be able to deal with and support with reporting any safeguarding	
Skills and Personal Attributes	Have a positive and enabling attitude towards new services and partnerships	
	Strong organisational and coordination skills	
	Good data management skills and a high attention to detail, required to collate, analyse and disseminate information	
	Full, clean driving license and access to a vehicle	
	Good team player	
	To be able to multi task and use initiative.	
	Knowledge and understanding of boundaries of strict confidentiality	
	To feel comfortable and confident with who you are. Knowing your "triggers". This can be an emotive role and being able to deal with that.	



Other job related requirements	Ability to work flexibly and potentially out of hours when required	
	GCSE Maths & English	

5. THE WELLBEING THERAPY HUT BACKGROUND INFORMATION

The Wellbeing Therapy Hut (TWTH) is a business that offers affordable and accessible counselling through self referral. Therapy is open ended and client led. We have a number of trainee counsellors that are in their final level of their training to become qualified therapists. All are interviewed and registered with an accrediting body. There are a few qualified counsellors who have experience and offer different styles.

The goal is to have a centre to offer all types of therapy under one roof. With the goal being that it is affordable and accessible. Meaning that clients can access what they need to, when they need to to enable them to be who they wish to be.

We currently have talking therapies, which ranges from children to couples. We also have been able to offer Reiki and massage too. We aim to continue to grow and offer more therapies in time.

We are a fast paced environment and the business has grown from strength to strength. All the team members are extremely valued and are an important part of the business. We all work together and support each other which is really needed.



The Wellbeing Therapy Hut