



Job Description

Role title	Office Manager
Reporting to	Co-Directors
Employer	Basingstoke Counselling Service
Location	Goldings, London Road, Basingstoke, RG21 4AN
Working hours	15 hours per week, preferably spread over three days, but is negotiable. Must include some hours on a Monday or Tuesday and some hours on a Wednesday or Thursday.
Salary	£11,000 per annum (negotiable dependent on experience), plus contributory pension scheme (based on 15 hours per week)
Term of contract	Permanent
Holidays	25 working days pro rata per annum plus public holiday entitlement (also on a pro rata basis)
Start date	As soon as possible
Closing date for applications	9am on Monday 9 th August 2021
Interview dates	Wednesday 11 th and Monday 16 th August 2021

Basingstoke Counselling Service

Basingstoke Counselling Service, a member of the National Counselling Network, has been serving the community since 1985. We offer one-to-one and couples counselling for adults, via a team of volunteer counsellors who provide a professional and affordable service. Our volunteer counsellors are supervised and practise within the BACP Ethical Framework for the Counselling Professions.

We also have a long heritage of providing highly regarded training courses from one-day CPD workshops through to a three-year Diploma in Psychodynamic Counselling.

Overview of the post

We are seeking a suitably experienced individual to facilitate the provision of Basingstoke Counselling Service's high-quality counselling and training services with the support of the administrative team. The post-holder will report to the Co-Directors.

Duties and responsibilities

- Support the Co-Directors and function managers in providing the core services of BCS
- To line manage all members of the administrative team, including administrative volunteers
- Recruit new administrative team members as required
- Oversee and ensure compliance with appropriate accreditations (BACP), statutory obligations and procedures, including Health and Safety and the GDPR regulations
- Manage all HR records for staff, contractors and volunteers (including contracts, legality and compliance)
- Ensure DBS certification is up to date for all counsellors
- Manage the review, update and implementation of non-counselling and non-training policies and procedures
- Ensure day-to-day IT and telephony runs smoothly
- Manage the relationships with our current IT and telephone providers and conduct regular reviews to identify efficiency and cost savings where appropriate
- To be responsible for ensuring maintenance of the offices and to be the main contact with our landlords, Basingstoke and Deane Borough Council
- Budgetary management
- Procurement of office resources where necessary
- Induction of new team members in administrative aspects of the Service
- Organise team social events

This is not an exhaustive list as the requirements of the role may change from time to time.