

JOB DETAILS

Job title: Data Administrator

Salary: £10:55/hour (London Living Wage)

Hours: Approximately one day per week for several months

Contract length: Temporary role on casual basis

Accountable to: Clinical Administrator

Base: Nafsiyat Intercultural Therapy Centre



Job purpose

We are looking for a proactive person with a friendly, can-do attitude to assist with data entry and general office administration.

- Accurately transfer data from paper formats into various database systems
- Contact clients regarding appointment bookings via email, telephone, post and in person
- Liaise with clients and clinical staff
- Support clinical staff in maintaining client files and filing paperwork
- Perform front-of-house duties (answering phone/door, taking messages, etc.)
- Assist the Clinical Administrator in guiding clients through the process of receiving counselling
- Perform other administrative tasks as required

PERSON SPECIFICATION

- Experience of accurately entering data into a database
- Strong verbal communication skills
- Strong written communication skills
- Experience drafting letters and emails
- Excellent numeracy and IT skills
- Strong Microsoft Excel skills
- Clear and polite phone manner
- Eye for detail and accuracy
- Team working skills
- Experience working in the charity sector

OTHER INFORMATION

Equal opportunities

The post holder must at all times carry out their responsibilities with due regard to Nafsiyat's Equal Opportunities Policy.

Health & safety

All employees are subject to the Health and Safety at Work Act. The post holder is required to proactively comply with their duties as described in Nafsiyat's Health and Safety Policy.

Confidentiality

All employees are required to work in a confidential manner in all aspects of their work with due regard to Nafsiyat's Code of Ethics and practice, data protection and other relevant policies.

Regulated Activity

The duties of this post constitute a 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act and the Protection of Freedoms Act 2012s and subject to an Enhanced DBS (Disclosure and Barring Service) and 'barred list' check.

HOW TO APPLY

Please send a current CV and tailored covering letter (no more than 2 pages) explaining how your skills and experience match the requirements to recruitment@nafsiyat.org.uk by 5pm on Thursday 19th September 2019.