**General Administrative Assistant**

**Location:**  Hybrid: a combination of the bpf offices, 37 Mapesbury Road, London NW2 4HJ and homeworking

**Role type:** Full Time (35 hours per week)

**Salary:** £24,000 to £26,000 per annum, depending upon experience.

**Line Manager**: Property and Office Manager

**Contract:** Permanent

**Closing date: Sunday 11th August 23.59**

We are currently recruiting for**a General Administrative Assistant** at the British Psychotherapy Foundation (*bpf*). The *bpf* is one of the largest psychotherapy membership and training organisations in Europe, with 600 members and trainees.  We are also a UK registered charity.

**Role description**

The General Administrative Assistant will support the management of the annual training programme across the bpf. This will include general admin and reception tasks. Providing office cover including the monitoring of shared email accounts, electronic filing, and data collection as well as working closely with the training managers and coordinators to deliver high quality training. Focusing on our customers and promoting the growth of the training programme.

For further information please look at the full job description and person specification

**Person Specification**

The successful candidates will be able to demonstrate some aspects of the following. Please download our JD for full person specification:

* Good level of general education.
* Some experience in an administration role, preferably in a client/customer-facing training or education environment.
* Knowledge of higher education or professional healthcare training, in relation to psychotherapy or counselling an advantage.
* Experience of working with a purchase order system desirable but not essential.
* Able to work independently and be proactive as well as able to exercise judgement about when to draw on colleagues’ expertise and ask for assistance.

 **A DBS check will be undertaken by the *bpf*.**

 **Benefits of working with us**

* Competitive salary
* Pension
* Substantial annual leave entitlement, plus bank holiday
* Flexible working arrangements
* Access to travel loan facility
* Friendly colleagues and pleasant office environment, close to the Tube

**Our recruitment process**

Our recruitment process is based on fair and open competition and is committed to:

* ensuring equality of opportunity for all applicants, with selection decisions made solely on the basis of merit.
* ensuring all applications are dealt with professionally and in confidence.
* ensuring applicants are treated with respect and courtesy at all times.
* candidates invited for interview will be asked if they require any adjustments, we will make every effort to provide reasonable support.

The bpf is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

The bpf is also committed to compliance with all fair employment practices regarding immigration status.

**How to apply**

For details on how to apply please visit our vacancy page:

<https://www.britishpsychotherapyfoundation.org.uk/vacancies>

Closing Date: Sunday 11 August 23:59.

**Or on bpf website**

please click on the link to apply via our online portal, to download our application form.

You must submit a completed application form and a supporting statement of no more than 750 words.

Please see link to the bpf's [Privacy Policy](https://www.britishpsychotherapyfoundation.org.uk/about-us/policies-procedures/data-protection)

Closing Date: 11th August 2024 at 23:59