

# The Tree of Life Centre (Formerly UCHM)

Counselling, College and Room Hire



**Cedar Tree Counselling Service** BACP Accredited Service, affiliated with ACC and works according to BACP Ethical Framework for Counselling Professions and ACC code of Ethics and Practice

**Trinity Training** College CPCAB Approved Centre delivering CPCAB Accredited and ACC recognised courses

**The Elms** Sports Hall and Room Hire

**"The leaves of the tree are for the healing of the nations" Rev 22:2**

## PAID VACANCY

### Closing date 8<sup>th</sup> December 2023

**POST TITLE: Training Admin Support**

**Hours and Pay** – 6 hours per week. Pay to be discussed.

#### PURPOSE OF POST

To provide clerical assistance to support TLC's training programme.  
To work alongside the training co-ordinator and liaise effectively to provide a good service.  
To work closely with CPCAB who endorse our course.

We are looking for someone with the following:

#### Skills

- Competent using Microsoft Office (Outlook / Excel / Word)
- Previous experience working in a busy office
- Provide administrative support to the Training team
- Manage phone calls and emails from our customers providing accurate information
- Helping to identify training needs
- Be able to build relationships with our team and students
- Be a problem solver

#### The Individual

- Customer focused
- Good attention to detail
- Methodical and thorough approach to work
- Well organised
- Ambitious, self motivated and willing to progress
- Ability to be a team player yet can use their own initiative

**For more information or an application pack, please email [office@thetlc.org.uk](mailto:office@thetlc.org.uk)**

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