

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

VACANCY

Closing date 8th December 2023

POST TITLE

Secretary to the Trust and Office Administrator

Hours and pay – 17.5 hours per week. Pay to be discussed

PURPOSE OF POST

- 1) To assist and communicate with the CEO, Company Secretary and General Manager of The Tree of Life Centre to provide office procedures and administrative organisation for the effective running of The Tree of Life Centre.
- 2) To ensure that good practice and professional standards are upheld.
- 3) To ensure that the office runs smoothly and support the General Manager in office administration tasks.
- 4) To lease with BACP who TLC's counselling service is accountable to.

The above vacancy is currently being advertised internally initially to give everyone currently working at TLC an opportunity to apply.

We are looking for someone with the following:

Skills

- Competent using Microsoft Office (Outlook / Excel / Word)
- Previous experience working in a busy office
- Excellent telephone manner
- Excellent administration and organisational skills with the ability to multi task
- Excellent literacy, numeracy and communication skills
- Strong attention to detail

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

Tel: 01484 461098 **E-mail:** office@thetlc.org.uk **Website:** www.thetlc.org.uk

Registered Office – The Tree of Life Centre Colne Valley, Beth Shalom, 78 New Street, Milnsbridge, Huddersfield, HD3 4LD
Registered Charity 1097753, Company Registered in England and Wales 04614787