

Administration and Training Assistant



*Promoting Healing as a Natural
and Holistic Choice for All*

Job Description

Part-time: 26 hours Monday-Thursday 9am-4pm

Salary : £19,945 – £22,462 full-time salary - pro rata for hours worked **actual salary £14,018 – 15,781**

Responsible to: Office Manager

Location: The Healing Trust offices in Strixton (near Wellingborough)

Working as part of a team of two staff, in a busy office environment, the post holder assists the Office Manager with all aspects of administration for the Healing Trust, and has a particular responsibility for dealing with matters related to the Healing Trust training programme.

Responsibilities

Office

- Dealing with telephone enquiries
- Monitoring emails and responding appropriately
- Data entry
- Maintaining levels of office supplies and placing orders as required with approval of line manager.
- Opening and distributing incoming mail and franking and sending out outgoing mail

Membership

- All administration associated with memberships for students, healers and Centres.
- Assisting with the processing of membership payments and donations.
- Producing monthly and quarterly membership reports as required by line manager.
- Keeping databases and records up to date

Training

- All administration associated with training coordination such as:
 - Maintaining stock levels of course notes
 - Processing orders for course notes and certificates from licenced Tutors
 - Assisting the Office Manager to raise invoices and process payments
 - All administration related to upgrading student members to healer members, including arranging membership panels across the country
 - Assisting the Office Manager to update the website for courses
 - Annual renewal of Tutor licences
 - Printing and posting of Training Course certificates.

General

- Such other duties as may be reasonably required.
- Compliance with all Healing Trust policies and procedures.
- To maintain a safe working environment as required by Health and Safety legislation.