

***Making a difference to the lives of those affected by rape and sexual abuse***

**Position:** Administrator  
**Hours:** Part Time, 21 hours per week (Wednesdays working required remaining hours flexible)  
**Salary:** £12,000 (FTE 20,000)  
**Location:** Based in Guildford (currently working from home)  
**Accountable to:** Business Support Officer  
**Closing on:** No later than 9<sup>th</sup> November 2020 12pm however if we receive a substantial amount of applications before 9<sup>th</sup> November, we will close the recruitment so an early application is advisable.

RASASC are recruiting for a part time administrator to support our day to day delivery of our services. You will get to work with a small but friendly and dynamic team with a passion for supporting people in difficult times.

RASASC is a registered charity which has been providing support to male and female victims of rape and sexual abuse (both recent and non-recent) and young people aged over 13, from across Surrey since 1992.

We provide an Independent Sexual Violence Advisor (ISVA) Service. ISVAs support victims to help them overcome the abuse they have suffered and to rebuild their lives. This service also includes supporting the victim to seek justice through the judicial system, should they wish.

We also provide one-to-one counselling, group support, youth counselling and a national Telephone Helpline.

Volunteers are an important part of the work we do. Volunteers staff our Helpline and our qualified counsellors work on a voluntary basis with survivors of rape and sexual abuse.

**Administrator**

The Administrator is required to assist the Business Support Officer in the day to day delivery of our work. This is a part time position working over three – four days a week, including a Wednesday.

**Currently this post will be working from home with an expectation of returning to the Guildford Office when appropriate.**

**Key tasks:**

- inputting Counselling and Helpline information into our electronic databases
- assisting in recruitment and completing DBS and reference checks for staff and volunteers
- answering incoming calls, including calls from survivors

- booking and seeking new venues for training and events
- completing weekly fire alarm and monthly emergency lighting checks
- providing administrative support for the ISVA (Independent Sexual Violence) Team and the Counselling Services
- copying training materials for training, workshops and events
- maintaining staff, trustee and volunteer details on RASASC's database
- taking minutes for Trustee Board Meetings should the Business Support Officer not be available
- general office support

## Experience

### Essential

- Previous Office administration experience
- Experience of using Microsoft Office
- Experience of maintaining accurate records
- Experience of dealing with vulnerable clients
- Ability to work under pressure

### Desirable

- Experience of working independently and as part of a team
- Good interpersonal and communication skills
- Good organisational skills
- Ability to prioritise workload, including time management skills

In return we can offer you 25 days' annual leave and 8 public holidays (both pro rata), contributory pension scheme and reimbursement of travel expenses at 40p per mile.

If you feel you would like to apply to become a member of our friendly team, where you can make a difference to the lives of those affected by rape and sexual abuse then please apply now.

If you have any questions about this position please do give us a call as we would love to hear from you – contact Liz Joyce on 07894238828.

The latest closing date for applications is: **Monday 9<sup>th</sup> November 12pm** however if we receive a substantial amount of applications before 9<sup>th</sup> November, we will close the recruitment so an early application is advisable.

**Interviews will be held in the week commencing**

## How to Apply:

Please complete the attached application form and return it to [liz@rasasc-guildford.org](mailto:liz@rasasc-guildford.org) or post to Liz Joyce Business Support Officer PO Box 1009 Guildford Surrey GU1 9EE

Please note we do not accept CVs.