

Administration & Bookings Officers (Female Applicants Only)

£22,000 per annum, 35 hours per week (full-time)

These posts are based across Ealing and Hammersmith & Fulham and involves travel across London

The Administration & Bookings Officers have day-to-day responsibility for delivering all operational bookings and administration for Women and Girls Network's (WGN) clinical services. They contribute towards the delivery of high quality therapeutic work through the provision of an empathetic, efficient and comprehensive booking service. Administration & Bookings Officers ensure all referral / booking related matters are administered effectively and consult with various managers about any potential barriers to service provision and regarding complex and / or highly sensitive cases. These roles are focused on our Rape Crisis and Ascent Counselling Services but will include cover and support for other WGN services.

Administration & Bookings Officers act as a key point of contact for the organisation and ensure WGN's centres are calm, supportive and welcoming environments for all users and they are responsible for contributing to continuous formal monitoring and reporting processes for services. As with all WGN team members, Administration & Bookings Officers are responsible for actively contributing to a culture which values and respects diversity, learning, improvement, striving for quality and best practice.

We are looking for two highly motivated, organised and skilled individuals for these key roles, which are essential to the core functioning of the organisation. If you are passionate about working with women and would like to work within an empowering and gender specific / feminist framework we would really like to hear from you.

WGN's employee benefits include: 3% pension contribution, generous annual leave entitlement and an Employee Assistance Scheme.

Please visit www.wgn.org.uk/join-us/jobs to download an application pack. Completed applications should be emailed to humanresources@wgn.org.uk or posted (marked 'private & confidential') to Human Resources, WGN, PO Box 13095, London W14 0FE (ensuring they arrive by the deadline).

Closing Date for Applications: 10am on Monday 30th September 2019

Interviews: Will be held in the week beginning 7th October 2019

Please note if you have not received a response to your application within 4 weeks of the closing date you can unfortunately assume your application has not been successful on this occasion.

These posts are subject to satisfactory references and Enhanced DBS check.
WGN is an equal opportunities employer.

The above post is exempt under the Equality Act 2010, Schedule 9, Part 1