

Temporary Administration Assistant (12 weeks plus set-up time)

JOB DETAILS

Job title: Temporary Admin Officer – Wellbeing Academy, Feb-May 2021

Hours: 14 hours set-up/ induction plus 4.5 hours per week, every Thursday for 12 weeks

Location: Remote work during Covid-19, with possible return to The Maya Centre, Unit 8, 9-15 Elthorne Rd, London N19 4AJ

Reports to: Community Development Manager

Fee: £11 per hour

Job purpose

The Maya Centre is a unique charity based in Islington, offering free specialist psychotherapy to women on low incomes who have experienced gender-based violence or exploitation. 65% of our clients come from Black, Ethnic Minority and Refugee backgrounds and we offer our services in over 13 different languages.

We are looking for a temporary Admin Assistant to support a unique online Wellbeing Academy, designed to reach both existing and new service-users within our community. These will be women who are potentially more isolated and at risk due to Covid-19/ lock-down, likely to benefit from opportunities to connect with others, think about their safety and self-care and take steps to enhance their wellbeing and confidence within a confidential and supportive environment.

Please note this post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

We want our organisation to reflect the diversity of the women we serve and we particularly welcome applications from those with lived experience, and from under-represented groups including women from Black, Ethnic Minority and Refugee communities.

KEY RESPONSIBILITIES

1. Supporting on design of materials and promotion of the Academy to local women
2. Creating and managing the Eventbrite page
3. Responding to enquiries from women and referral agencies for information
4. Supporting participants to connect online/ resolve barriers to digital access

5. Assist in session delivery and feedback
6. Encourage attendance and participation using group-agreed contact
7. Support the waiting list function and contact women as places become available
8. Support on other tasks necessary to deliver the workshop

PERSON SPECIFICATION

Essential

1. An interest in women's mental health, with some understanding of violence against women and girls and how this affects women's wellbeing and voice
2. Basic administration experience, including knowledge of MS Office and platforms such as Eventbrite.
3. Good digital skills, including use of social media platforms and Zoom.
4. Excellent interpersonal skills: warm approachable and inclusive towards women from differing cultural and socio-economic backgrounds
5. Ability to work under own initiative; excellent organisational skills
6. Understanding of safeguarding, willingness to undertake enhanced DBS check
7. Understanding of the spirit and practice of Equality and Inclusion as it relates to the work of the Maya Centre

Desirable

1. Experience of supporting individual and groups within a wellbeing or mental health setting, including understanding of safety and use of group boundaries

Equal opportunities

The post holder must at all times carry out her responsibilities with due regard to the Maya Centre's Equal Opportunities Policy.

Health & safety

All employees are subject to the Health and Safety at Work Act. The post holder is required to pro-actively comply with their duties as described by the Maya Centre's Health and Safety Policy.

Confidentiality

All employees are required to work in a confidential manner in all aspects of their work and with due regard to the Maya Centre's Confidentiality Policy.

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Please email admin@mayacentre.org.uk with a covering letter and CV to express an interest. Please address each point on the person specification with any relevant experience from paid or voluntary work.

Please put Temporary Administration Assistant in the subject line.

Deadline: 5th February 2021; Informal Interview Thursday 11th February to start the following week.