

## **Adult Counselling Operations Coordinator, £32,000, full-time, hybrid role**

The Rape and Sexual Abuse Support Centre (South London) is looking for a skilled and passionate **Adult Counselling Operations Coordinator** to join a growing, fast-paced and dynamic Adult Counselling team.

Our Adult Counselling Department at RASASC offers counselling to women who have survived sexual violence in South London. The Adult Counselling Operations Coordinator will be responsible for the day-to-day running of the operational and administrative side of the department under the guidance of the Clinical Lead, including responsibility for the management of the waiting list.

We will provide the successful candidate with:

- Monthly clinical supervision
- A salary of £32,000
- Regular CPD and developmental opportunities
- An annual leave entitlement of 27 days per year, plus the days between Christmas Day and New Year
- NEST pension scheme; 3% employer contribution and 5% employee contribution.
- Travel loan and cycle to work scheme.
- Access to a range of benefits including My GP Anytime, My Employment Assistance Programme, My Online Health Assessments, My Perks and The Health Shield scheme.

The position is offered on a full-time basis and the adult counselling department provides services between 10am –8pm Monday to Friday. We are open to discussing hours. The position is offered as a hybrid role with at least 2 days in our office in Croydon.

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

RASASC is an equal opportunities employer, and we are particularly keen to receive applications from women underrepresented in the violence against women and girls movement.

To apply for this role, please complete the application form and equal opportunities form and email to [recruitment@rasasc.org.uk](mailto:recruitment@rasasc.org.uk) with the subject line **Adult Counselling Operations Coordinator**

- [Job Description and Person Specification](#)
- [Application Form](#)
- [Equal Opportunities Form](#)

If you would like an informal discussion about the role, please contact [Jelena.adult.counselling.lead@rasasc.org.uk](mailto:Jelena.adult.counselling.lead@rasasc.org.uk) to arrange this.

We will assess applications on a rolling basis but with a final closing date of: 5pm 28<sup>th</sup> November 2023