



COSCA (Counselling & Psychotherapy in Scotland)

ADMINISTRATOR

Salary Scale: £22, 073 – £23,302 (SJC 21-22 pts)

Full Time – 35 hours per week. Based in Stirling.

An experienced Administrator is required by COSCA (Counselling & Psychotherapy in Scotland).

You must have proven experience and qualification in both office administrative work and IT skills. With attention to detail and a high level of accuracy, you will be well organised, and have good written and verbal communication skills.

For an application pack (no CVs will be accepted) please visit our website. www.cosca.org.uk or contact us directly via email: info@cosca.org.uk or by phone: 01786 475 140.

Closing date for applications: 12 noon on Tuesday 20th August 2019. Interviews will be held on Monday 26th August 2019.

Charity Registered in Scotland No. SC018887

Charitable Company Limited by Guarantee Registered in Scotland No. 142360