



## **COSCA (Counselling & Psychotherapy in Scotland)**

### **COURSE VALIDATION SECRETARY**

Salary Scale: £19, 124 (SJC 15pts) Pro Rata.

Part Time – 7 hours per week. Based in Stirling. Fixed term: one year.

COSCA (Counselling & Psychotherapy in Scotland) is seeking to recruit a Course Validation Secretary.

You must have proven experience 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](http://www.cosca.org.uk) or contact us directly via email: [info@cosca.org.uk](mailto:info@cosca.org.uk)

Closing date for applications: 12 noon on Thursday 22<sup>nd</sup> October. Interviews will be held afterwards via zoom.

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