



COSCA (Counselling & Psychotherapy in Scotland)

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COSCA (Counselling & Psychotherapy in Scotland)

Course Validation Secretary

SALARY:	£ 19, 124 per annum (pro rata) (SJC: 15) Fixed Term: one year
RESPONSIBLE TO:	Chief Executive
HOURS:	Part time (7 hours per week)
ANNUAL LEAVE:	25 days plus 9 public holidays per annum (pro rata)
PENSION:	6% of salary contributed by COSCA to pension
BASED AT:	COSCA's office in Stirling

POST PROFILE

JOB PURPOSE:

The Course Validation Secretary, based in the COSCA office in Stirling and at home if required, is responsible for the course validation and membership renewal work of the organisation.

MAIN AREAS OF RESPONSIBILITIES

The Course Validation Secretary's responsibilities are to:

- manage and up-date the validated providers directories on COSCA's website
- assist with the ordering of COSCA's training materials
- enter student information onto offline course databases and issue completion certificates for students to training providers
- carry out all relevant administration and preparation of course handbook orders for despatch
- attend and contribute to COSCA staff meetings and events
- abide by the policies and procedures in the COSCA Staff Handbook and the COSCA Conditions of Service
- work closely with COSCA's Administrator and the Bookkeeper in carrying out their responsibilities
- send out membership renewals and reminders to members on a monthly basis and update the membership database and the COSCA Register of Counsellors and Psychotherapists
- send out the COSCA journal to members and stakeholders
- undertake other duties appropriate to the grade as required
- maintain confidentiality where appropriate

Specific Areas of Responsibility

The Course Validation Secretary will:

- carry out general office duties e.g. photocopying, bulk mailings, e-shots, general phone answering and mail duties, filing, shredding, checking payments, backing up databases and all relevant documents etc.
- maintain central hard copy and digital filing systems, and maintain update COSCA's databases and directories including: membership; the COSCA Register of Counsellors and Psychotherapists, COSCA validated courses

Authority:

The Course Validation Secretary is expected to work on her/his own initiative within COSCA's overall policies, aims and objectives as set out by the Board and as contained within COSCA's Annual Development Plans. All expenditure outside the travel budget must be approved in advance. The organisation of events, applications to outside bodies for funds, contact with Parliamentary Ministers, government officials, and business and charitable trusts from whom it is intended to seek funding will be subject to agreement from the Chief Executive.

Accountability:

The Course Validation Secretary will work collaboratively with the Administrator and is accountable to the Chief Executive who is responsible for support, advice, supervision and annual appraisal. He/she is expected to have his/her annual work programme approved and to produce progress reports as requested.

PERSON SPECIFICATION

The Course Validation Secretary will have the following skills, knowledge and experience:

Essential Criteria

- an interest in counselling, psychotherapy, counselling skills and the work of COSCA
- a high level of written and verbal communication and organisational skills
- a high standard of computer and IT skills and knowledge
- the ability to work independently with the minimum of supervision and to use initiative where relevant
- the ability to work in a team setting with colleagues and to have a friendly, positive, flexible, approachable and courteous approach to others
- the ability to work collaboratively with a wide range of external stakeholders including members, volunteers and the public
- the ability to carry out general secretarial, administrative duties
- ability to work under pressure and keep to deadlines, willing to learn and to share knowledge, skills and experience with others
- reliable and willing to adapt to organisational changes
- proven experience of current versions of Microsoft Office, PowerPoint, Access and Excel packages, email systems, and other relevant computer packages
- the ability to update databases, online registers and directories
- the ability to up-date COSCA's website
- the ability to plan and attend meetings
- the ability to handle a complex workload and to meet tight deadlines
- the ability to work from home if required

Desirable Criteria

- A full current car driving licence and access to a car for use at COSCA events and external meetings

Conditions:

The post is part time (7 hours per week). COSCA conditions of service apply. The current salary is £19,124 (SJC 15 points) pro rata.

Annual Leave

The annual leave period is from April to March.

The post holder will be entitled to 25 days plus 9 public holidays pro rata, 5 of which are fixed - 25 and 26 December, 1 and 2 January and Easter Monday – in a full year.

The office is also normally closed between Christmas and New Year. These are given as additional holidays.

6% contributory pension available.

Brian Magee
Chief Executive
COSCA (Counselling & Psychotherapy in Scotland)
October 2020