



the bridge

CONNECTING HOME WITH HOPE

WELLBEING ADMINISTRATOR

Are you organised? Do you have a passion for people?

We are offering the opportunity for someone to join our growing, innovative charity that seeks to **improve the everyday wellbeing of the people of West Lothian.**

Our Story

The story began when a group of local people wanted to make a difference to the everyday wellbeing of people across West Lothian. As they reflected on their own life struggles, and listened to the voices of family, friends, neighbours and colleagues, certain key themes emerged. The foundations of financial and emotional well-being were laid.

Since our formation in 2014, the Bridge has grown to now provide 20 counselling sessions a week and to support over 100 people a year to improve their financial wellbeing.

Impact

The Bridge Community Project has developed an excellent reputation locally through the work of both Financial Wellbeing and Counselling services. Importantly the positive impact on our clients is the motivation and reason for why we do this work. We are making a difference locally through slowly and steadily rebuilding hope.

“Many months ago I was in so much distress and despair; I didn’t think I could go on any longer. With the Bridge’s guidance my outlook on life has dramatically changed for the better.” Client

The right person?

You will be an organised and motivated individual supporting our services on a weekly basis, providing the highest quality service to clients. You will have excellent people skills where you are comfortable communicating face to face and over the phone and comfortable with multi-tasking. You will have excellent organisational and IT skills and be able to be flexible in using different systems.

Please see the job description for more specific information on the role requirements.

Job Title: Wellbeing Administrator
Hours: 10hrs per week
Closing date: 15th March @ 12noon
Location: Bridge Wellbeing Hub, 20 Shairps Business Park, EH54 5FD
Starting Salary: £19,281 (£5356 for 10 hours)
Benefits: 5 weeks annual leave + bank holidays (pro rata)
Interview Date: TBC

Job summary

The Wellbeing Administrator will provide administrative support to the Bridge Wellbeing Hub and services, ensuring that we provide the highest quality service to clients. We are ideally looking for someone who can spread the hours over the space of a week.

Key responsibilities

General Responsibilities

- Be the first point of contact for clients when they access our services
- Oversee Counselling admin processes
- Support the Financial Wellbeing team when required
- Deal with public and client communications
- Oversee booking systems for all services and be the point of contact for appointments
- Complete admin tasks associated with the Bridge's volunteer process
- Diary management of Bridge Wellbeing Hub
- Oversee the Bridge's admin systems (post, phone, office supplies)
- Attend team meetings as and when is necessary

Job Specification

Essential Experience, Knowledge, Skills and Personal Attributes

- Excellent time management and organisational skills and be able to prioritise work flow
- Excellent interpersonal and communications skills, with the ability to relate to and work in a non-judgemental confident and sensitive manner with clients and volunteers
- Excellent Microsoft Office skills and experience of using data management systems
- Ability to be self-motivated and to work to a high standard
- Ability to demonstrate a sincere commitment to the vision and values of the Bridge Community Project

How to apply?

To apply please supply an up to date CV and also a covering letter explaining why you think you have the experience and skills to fulfil the role as outlined within the job description.

Please return completed applications to alan@bridgecommunityproject.org.uk before the closing date. Appointment will be subject to satisfactory references and a 3 month probation period.

Please contact Alan Davidson, Project Director, for more details on 01506 238980.