

Vacancy

BACIP Administrator

Salary: £18,466 p.a. (pro rata)

7½ hours per week

Start date: September 2010

The British Association of Christians in Psychology (BACIP) is looking for a responsible, enthusiastic individual to provide administrative support to the Steering Group and look after the day-to-day running of the organization. Employment would be for 7½ hours per week in the first instance, so may be particularly suitable for someone working from home. The work is varied and may include:

- potentially being the first contact for enquirers;
- dealing with correspondence, electronic or otherwise;
- updating and running BACIP's membership database (Excel);
- undertaking some editorial tasks for the BACIP newsletter;
- preparing documents such as leaflets and survey forms;
- administering BACIP's finances, including using computerised accounting procedures (currently on an Excel database);
- using the Internet in a number of different ways;
- supporting the Steering Group in organising conferences, workshops, meetings, &c.

Candidates will be literate and numerate, have excellent interpersonal skills, a mature attitude to work, and a willingness and capacity to acquire new skills. They will be provided with a dedicated BACIP laptop and will have good computer skills, including experience working with spreadsheets.

For enquiries or an application form, please contact Martyn Baker:

Email: M.C.Baker@uel.ac.uk

Telephone: 020 8223 4411

Closing date: Friday 6th August 2010