

Administrator

Location: Onsite – Central Bristol office

Salary: £25,720.00 (pro rata)

Contract: Permanent

Hours: Part time 0.8 FTE (4 days/week)

Reports to: Senior Management Team (SMT)

Line Managed by: Operations Manager

Start date: ASAP

About Us

We are a long-standing psychotherapy training institute and membership charity based in central Bristol. Much of our work is delivered through a member-led committee structure and significant voluntary contribution from members, supported by a small senior staff team and overseen by a Board of Trustees.

We operate from our own premises in central Bristol, which include a training space and eight busy therapy rooms. Alongside training and member activity, we run a patient consultation referral service and a programme of events and education for both members and the wider public.

The Role

This is a varied and rewarding administrative role at the heart of the organisation. You will support the SMT across core areas including operations, facilities, training, events, communications, finance.

The role is suited to someone with excellent attention to detail, strong communication skills and a calm, proactive approach to managing tasks.

Key Responsibilities

Finance

- Coordinate with the Finance Manager and assist with processing invoices and other basic finance tasks.

Operations

- Support the SMT with administrative tasks across operations, governance, facilities and training.
- Support meetings and committees (scheduling, room setup, minute-taking).
- Maintain the internal system (TeamUp) for therapy room bookings.
- Process referrals and enquiries to the patient consultation & referral service (CRS) sensitively and accurately.
- Support the organisation of internal and external events.



- Help format and distribute member communications, including newsletters and notices.
- Respond to general enquiries from members, therapy room users and the public in a friendly and professional manner.
- Oversee and coordinate with cleaning partners and ensure the building adheres to proper Health and Safety standards
- Carry out regular building maintenance tasks and ensure standard items and furniture are present in every therapy room.
- Proactively take action and follow up complaints and concerns logged by room users.
- Provide administrative support to Orchard Therapy and Low Cost Clinic including managing inboxes, liaising with therapists and patients to set up appointments, updating and preparing service documents, scheduling meetings and taking minutes.

Training

- Maintain and update training records and systems, including supervisor and training therapist availability lists and the CRM.
- Google suite - maintain and document appropriate access for training staff.
- Prepare and issue contracts.
- Maintain Training Hub sites, ensuring links and content are up to date.
- Collate reports and maintain reporting systems.
- Publish content across the organisation's social media channels.
- Attend and take minutes of Training Committee (TC) meetings as required.
- Set up and monitor payment plans for students.
- Check invoices against contracted amounts.

Person Specification

- Strong administrative skills and experience in a similar role.
- Excellent organisational and time-management abilities.
- Good written and verbal communication skills.
- Confident using office software and digital systems (e.g. Google Workspace, website and social media management tools, CRM systems).
- Willingness to take on different tasks across training, finance, operations and facilities
- Ability to work independently and as part of a small, collaborative team.
- Discretion and sensitivity when handling personal or confidential information.
- A friendly, professional manner when dealing with the public and colleagues.
- Awareness and/or ability to learn finance systems such as Xero.
- Preferred: Experience working with voluntary committees or in a charity, education or health based environment.
- Willingness to work outside office hours on occasion.

What We Offer

- A flexible part-time role in a small, values-led organisation.
- A friendly and supportive working environment in central Bristol.
- Opportunities to contribute meaningfully to mental health, training and public engagement.
- A chance to contribute to a socially valuable, ethically grounded organisation.
- Contributory pension (4% of salary by employee, matched by employer).

How to apply

Please contact Aastha Joshipura at operations@sipsychotherapy.org for more information. Please apply only by cover letter and CV to hr@sipsychotherapy.org.

Application Deadline: 12th October 2026

Interview date (tentative): WC 19th October 2026