**SARSAS Training Administrator**

**We are offering an opportunity to be part of our new training team as an Administrator, supporting the administration of our training courses. Our training helps to raise awareness of sexual violence, improve the support that people who have experienced sexual violence receive, and is part of our work towards ending gender-based violence.**

The successful candidate will manage the training email inbox, book training sessions, prepare and distribute training materials and support the feedback and evaluation process. They will work within the team supporting the Training Coordinator and Trainer to enable the delivery of high-quality training.

**About you**

You will be a confident administrator who is highly organised and has an eye for detail.

You will be confident managing the training email inbox, booking training sessions, preparing and distributing training materials and summarising and assessing training feedback to support future development.

You will be excited by the opportunity to join SARSAS and work in a collaborative and supportive environment.

If you have any questions about this role, please do contact Lisa Benjamin on 07957 797036 for an informal chat or email recruitment@sarsas.org.uk

**We will be uploading a video on to our Facebook page with more information about the training team and this role during the week commencing 29th November 2021.**

**About SARSAS**

SARSAS exists to relieve the trauma and distress and help rebuild the lives of survivors who live in Somerset, Bristol, South Gloucestershire, North Somerset and BANES, who have experienced any form of sexual violence, at any point in their lives.

SARSAS also campaigns and raises awareness about rape and sexual violence to change the narrative about sexual violence and to enable survivors’ voices to be heard. Partnership work with a range of agencies locally and nationally is a priority to enable social change.

SARSAS works to feminist principles: this underpins both what our service is and how it is run. Our work is guided by a trauma-informed approach which understands how traumatic experiences can impact on survivors and keeps an awareness of their effects at the forefront of our approach to support.

**SARSAS values diversity and welcomes applicants from all sections of the community. We are actively encouraging applicants with a protected characteristic such as BAME women, who are currently under-represented at SARSAS, to join our team. We are a Disability Confident Committed Employer. Our current premises are wheelchair accessible.**

*This post is subject to an enhanced DBS check and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).*

The details for the role are below:

|  |  |
| --- | --- |
| **Salary:** | Full time equivalent of £21,700 per annum |
| **Hours:** | 15 hours per week |
| **Contract:**  | Employed, part-time and fixed term to 30th June 2022 based on funding and project timeline |
| **Based:** | Bristol or Taunton  |
| **Responsible to:** | Training Coordinator |
| **Pension:** | Employer pension contribution of 5% |
| **Annual leave:** | 27 days plus bank holidays (pro rata) |
|  |  |
| **Closing date:** | Midnight Tuesday 7th December 2021 |

Interviews will be held virtually but please indicate in your application if this is not possible so we can consider an alternative.

For further information, including the job description and application form, visit [www.sarsas.org.uk/recruitment](http://www.sarsas.org.uk/recruitment)