

Volunteer Training Administrator

Contract Type: Volunteer

Hours: 1 day a week (4 – 6 hrs). Flexibility as to which day Monday to Friday.

Location: UK SMART Recovery, Dresden House, The Strand, Longton, Stoke on Trent, ST3 2QH

Details of Role:

UK SMART Recovery (UKSR) is a registered charity which promotes choice in recovery through a national network of mutual-aid meetings and training programmes. Our Programme teaches rational, easy to learn and self-empowering skills to help participants abstain from any addictive behaviour and to develop a lifestyle that supports sustained recovery.

Through our online training platform and inhouse training we provide courses for both peers and professionals. Working with most of the medium to large treatment providers across the UK, as well as prisons, probation, rehab facilities, NHS and supported housing services.

We are currently looking for a well organised, personable volunteer admin assistant to join our small, friendly team at the central office. You would be assisting with the following duties: -

- Putting together delegate training packs
- Printing and sending out Certificates
- Updating training records
- Collation of feedback

Full training and support will be provided but the following skills are essential:

- able to work as part of a team
- good organisational and communication skills
- strong attention to detail
- competent use of Microsoft Office

We welcome applications from all sections of the community and are committed to developing a team that reflects the values and vision that UKSR adheres to.

How to Apply:

To receive receive an application form or to discuss further please contact our Business Manager, Thérèse Davall, either by phone: 0330 053 6022 or email: theresed@smartrecovery.org.uk

Closing Date: 31 January 2019