

1 Tunbridge Court
Tunbridge Lane
Bottisham
Cambridge
CB25 9TU

23rd May 2023

Dear applicant,

Thank you for your interest in Petals and the Counselling Service Coordinator (Systems) role.

This is a pivotal role within the charity, that will see the post holder welcome clients to Petals and ensure they experience a personable and supported journey through our client systems whilst at the same time, capturing accurate data for reporting. We are looking for someone with excellent administration skills, who enjoys working with different IT systems and who can manage client data efficiently.

We are a small team that works closely together, and a collaborative attitude is essential for us all. As well as excellent administrative capabilities, you will have a passion for capturing and using data to inform future developments. Whilst working with minimal supervision, you will respond to enquiries promptly and efficiently with a warm and welcoming approach.

We welcome applications from those who are at the start of their careers, as well as those with more experience. If you are good with MS Office applications and IT systems, then we want to hear from you.

In return, we can offer you a flexible work-life balance in an exciting and varied role that is expected to develop as the charity grows. You'll be reporting to the Counselling Service Operations Manager and working with a small ambitious and committed team, alongside a wider team of counselling professionals.

As a new role, this is a great opportunity for someone seeking to expand their experience and responsibility. It comes at an important time for the charity as we focus on the expansion of our counselling service.

I hope that you like what you've heard and will consider applying. To do so, please send an up-to-date CV and cover letter to recruitment@petalscharity.org. If you would like an informal conversation before doing so, please contact Sharon Coaker via sharon@petalscharity.org, who will be happy to arrange a time to speak.

We will be considering applications as they are submitted so early application is advised. We do reserve the right to close this role early in the event of a high number of applications.

Interview dates: Tuesday 15th June and Thursday 27th June
Closing date: 20th June 2023.

Yours sincerely



Karen Burgess
CEO & Founder of Petals