



*Empowerment, healing and transformation for women moving on from violence*

**January 2025**

Dear Applicant,

**Women and Girls Network Application Pack for the role of Administration and Bookings Officer (Female Applicants Only)**

This pack includes information about WGN, the Administration and Bookings Officer opportunity and the recruitment process for this position. Further information can be found by visiting [www.wgn.org.uk/support-us/work-us](http://www.wgn.org.uk/support-us/work-us).

If you would like to apply for this role, please return completed Application and Equal Opportunities Monitoring forms by emailing them to [recruitment@wgn.org.uk](mailto:recruitment@wgn.org.uk) by 9am on Monday 10<sup>th</sup> February 2025.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the date when receipt of your application is confirmed, please assume that your application has not been successful on this occasion.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit [www.wgn.org.uk](http://www.wgn.org.uk) to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN and our work. We look forward to receiving your application.

Yours sincerely,

**Juliana Fleig**  
**Senior Administrator**



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## **Women and Girls Network Information for Applicants**

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Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30<sup>th</sup> birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAWW Coalition and various other partnerships.

Further information about WGN can be found by visiting [www.wgn.org.uk](http://www.wgn.org.uk) where you can also sign up to receive our regular newsletter or follow us on social media.

### **WGN Services**

#### **Advice**

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

#### **Counselling**

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

#### **Group Work**

The Group Work Service provides a range of groups for women across London.

#### **Independent Sexual Violence Advocate (ISVA) Service**

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

#### **The London Survivors Gateway for Sexual Violence Services**

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides



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tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.

### **Sexual Violence Helpline**

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

### **Training**

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

### **West London Rape Crisis Centre (WLRCC)**

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

### **Young Women's Service**

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.



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## **Administration and Bookings Officer (Female Applicants Only)**

**Salary range £27,000 - £30,000 per annum | 28 hours per week (part-time) | Permanent**

**This role will involve hybrid working from home and WGN offices, as well as travel across London and community-based working as determined by service user and service delivery requirements.**

Women and Girls Network's (WGN) Administration & Bookings Officers (ABO) have day-to-day responsibility for coordinating the bookings for all of our clinical services. They contribute towards the delivery of high-quality therapeutic work through the provision of an empathetic, efficient and comprehensive service, ensuring that all referral / booking related matters are administered effectively. This is achieved by working closely and consulting with various managers about any potential barriers to service provision and regarding complex and / or highly sensitive cases. This role is primarily focused on our Rape Crisis and Ascent Counselling Services and also includes providing occasional cover and support for other WGN services.

ABOs act as a key point of contact for the charity and ensure WGN's centers are welcoming, supportive and calm environments for all users. As with all WGN team members, ABOs are responsible for actively contributing to a culture, which values and respects diversity, learning, improvement, striving for quality and best practice. They are responsible for contributing to continuous formal monitoring and reporting processes for clinical services delivery and provision.

We are looking for a highly motivated, organised and skilled individual to join our brilliant team of ABOs whose contributions are essential to the core functioning of WGN's clinical services. If you are passionate about supporting women and would like to work within an empowering and feminist framework, we would really like to hear from you.

In the Job Description you will find a list of skills and experience we would ideally want you to have; however, we know these are gained in many ways, including unpaid and informal roles. We would like to hear why you are right for this role, not whether you have previously had formal opportunities, so please apply if this position sounds right for you and we will consider your application.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian, Global Majority and Ethnic communities.

WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement and an Employee Assistance Scheme.

**For further information, please visit [www.wgn.org.uk/support-us/work-with-us](http://www.wgn.org.uk/support-us/work-with-us) to download an application pack. Completed application form and equal opportunity monitoring form should be emailed to [recruitment@wgn.org.uk](mailto:recruitment@wgn.org.uk) by the closing date.**

**Closing Date for Applications:** 9am on Monday 10<sup>th</sup> February 2025  
**Interviews (in person):** Date to be confirmed

This post is subject to satisfactory references, social media screening and a DBS check.

WGN is an equal opportunities employer.  
The above post is exempt under the Equality Act 2010, Schedule 9, Part 1



## **Administration and Bookings Officer – Job Description**

<b>Job Title</b>	Administration and Bookings Officer
<b>Team</b>	Administration & Bookings (Clinical Services)
<b>Reporting to</b>	Senior Administrator
<b>Location</b>	This role involves a combination of remote and office based (in West London) working determined by client, service delivery and organisational requirements.

### **Overall Job Purpose**

To create a supportive, welcoming and safe environment for all callers and visitors to Women and Girls Network's (WGN) sites and providing a range of administrative and facilities support services that contribute to the delivery of high quality, woman centred front line services.

To maintain our diaries and bookings systems to a high standard to ensure survivors on our waiting lists are being provided with the best level of support possible. To provide appropriate responses to distressed clients coming into contact with the service whilst bringing potential risks to the attention of the Clinical team and / or Service Manager.

This role is primarily focused on our Rape Crisis and Ascent Counselling Services and includes providing occasional cover and support for other WGN services.

### **Reception Duties**

- 1 Provide a welcoming, supportive, prompt and informed response to all WGN visitors and callers.
- 2 Provide a supportive, sensitive and appropriate response to distressed clients, signposting where necessary.
- 3 Respond promptly to all routine enquiries and information requests about WGN.
- 4 Log messages and incoming post and distribute to appropriate team members.
- 5 Undertake mail-outs, log and post outgoing mail on daily basis.
- 6 Ensure telephones are answered promptly during core opening hours.
- 7 Provide reception cover on a flexible basis.
- 8 Carry out regular daily checks to ensure WGN sites are prepared for service delivery, taking action where necessary.
- 9 Support other WGN team members with routine enquiries.

### **Bookings Management**

1. Take and process client referrals from internal and external referral sources.
2. Take self-referrals from clients over the phone in a considerate and sensitive way, whilst maintaining appropriate boundaries.
3. Liaise with our Senior Clinical Team and signpost / refer clients to appropriate services as advised.
4. Be responsible for contacting and booking clients for appointments within the required timeframe.
5. Liaise with referral agencies regarding referrals criteria and provide consistent and timely updates about the outcome of referrals.
6. Ensure an up-to-date record is kept of external referral sources for promotional purposes.

7. Update and maintain the bookings diary systems and rotas to maximise the use of available rooms, workspaces, clinicians and team members within various sites.
8. Maintain and manage the waiting list of clinical spaces in consultation with the Clinical Managers.
9. Update our Senior Clinical Team with any bookings / client related issues weekly for Case Management and carry out any follow-up actions as agreed with our Clinical Managers.
10. Ensure accurate and timely data input onto the record management system (DPMS).

### **Administration Duties**

1. Accurately enter data and update contacts, monitoring and administrative databases.
2. Undertake quarterly data quality checks on entries to our databases from clinical team members to ensure accurate reporting and statistics for monitoring, funding and research purposes.
3. Produce weekly waiting list and referral reports for the Senior Administrator to feedback on waiting lists and targets.
4. Provide support to other work areas as required and as requested by Line Manager.
5. Support team members with routine queries regarding administrative databases and processes; including updating and maintaining user guides.
6. Set up and maintain client files ensuring they are stored securely at all times.
7. Administer a petty cash system and maintaining accurate financial databases.
8. Co-ordinate the delivery of necessary materials and equipment for satellite services.
9. Keeping clients' files on our internal database drive up to date and correct; updating / archiving information as agreed with our Senior Clinical Team.
10. Maintaining confidentiality and secure record keeping across WGN databases and server (in accordance with the General Data Protection Regulation 2018), as well as appropriately escalating any concerns to WGN's Data Protection Lead.

### **Facilities Support**

1. Update appointments diary / room schedule and rotas for activities taking place in WGN sites, including informing appropriate parties of changes to schedules.
2. Maintain and keep in order supplies, including client resources and stationery, and ensure appropriate supplies and equipment are available in good time at all sites for internal and external meetings and training / events.
3. Prepare rooms for counselling / body therapy sessions, meetings and training.
4. Purchase weekly consumable supplies used by clients and team members.
5. Provide support to WGN's Facilities Manager by booking and monitoring appointments for all relevant building maintenance and health and safety checks, ensuring minimal impact on service delivery.
6. Provide initial and routine IT guidance as necessary, escalating more complex issues appropriately.

### **General**

1. Receive management supervision and support by working closely with your line manager regarding all aspects of the duties and responsibilities as outlined in this job description.
2. At all times to work to WGN's values and ethos and maintain an inclusive and non-oppressive environment for staff and service users.
3. Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
4. Take all possible steps to ensure the safety and confidentiality of clients / service users, team members and stakeholders.



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5. Attend and make best use of support and supervision sessions and training.
6. Be self-servicing and work flexibly as a member of the team.
7. Be available to work evenings and weekends.
8. To ensure WGN is compliant with relevant legislation (e.g. General Data Protection Regulation and Health & Safety).
9. Avoid any action that may cast WGN and / or its activities into disrepute.
10. Undertake any other duty commensurable with the post as required by your line manager.

Other duties (consistent with the seniority of the post) may be added from time to time to achieve WGN's objectives in consultation with the post holder.

### **Variation Clause**

WGN reserves the right, following full and reasonable consultation with the member of staff concerned, to vary, add or alter the terms and conditions of employment.

### **Flexibility Clause**

In order to deliver services effectively, a degree of flexibility is required, and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours. Overtime will not be paid; TOIL will be accrued for hours worked and staff will be supported to take that time.

### **Exemption**

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1

**Administration and Bookings Officer – Person Specification**

<b>Requirement</b>		<b>Assessed By</b>
<b>1.0</b>	<b>Experience</b>	
1.1	Experience of providing welcoming reception services.	Application
1.2	Experience of maintaining and developing manual and computerised administration systems.	Application & Interview
1.3	Experience of ensuring data is stored securely and confidentially in line with data protection and other legislation.	Application & Interview
1.4	Experience of operating and maintaining a telephone network and bookings system.	Application
1.5	Experience of communicating sensitively and appropriately with people from a diverse range of backgrounds.	Interview
1.6	Experience of completing detailed work requiring a high level of accuracy, including data entry.	Application
1.7	Experience of receiving, prioritising and passing on high volumes of information.	Application & Interview
1.8	Experience of managing office supplies and monitoring stock levels.	Application
1.9	Demonstrable track record of combating discrimination and actively promoting equality and good diversity practice.	Application & Interview
1.10	Experience of multi-tasking in a fast-paced environment.	Application
1.11	Experience of working independently, as well as part of a team.	Application & Interview
1.12	Experience of providing practical support to another team members (e.g. remote working, technical guidance etc.).	Application & Interview
<b>2.0</b>	<b>Knowledge</b>	
2.1	Understand the impact of, and issues facing women and girls overcoming experiences of gendered violence.	Application
2.2	Advanced level of IT literacy with knowledge of MS Outlook, Word, Excel and Access.	Application
2.3	Knowledge and understanding of safeguarding processes and the importance of adhering to them.	Application & Interview
2.4	A commitment to the delivery excellent services and an understanding of types of support available to women and girls who have experienced gendered violence.	Application & Interview
<b>3.0</b>	<b>Skills &amp; Abilities</b>	
3.1	The ability to problem-solve and seek appropriate support where necessary.	Application & Interview



3.2	Ability to respond sensitively to the experiences of women who have experienced gendered violence.	Application & Interview
3.3	Ability to reflect on own practice, and to provide and receive constructive feedback.	Application & Interview
3.4	Ability to work flexibly and contribute effectively as a member of a busy service team.	Application & Interview
3.5	The ability to manage sensitive information confidentially.	Application
3.6	A high level of written, verbal and numeracy skills.	Application & Interview
3.7	Well-developed interpersonal skills, with the ability to build cooperative and constructive professional relationships with a wide range of people.	Interview
<b>4.0</b>	<b>Personal Qualities</b>	
4.1	Commitment to challenging social attitudes and structures which result in the prevalence of violence against women and girls.	Application