

September 2024

Dear Applicant

### Welcome to Wimbledon Guild

We're a community charity in Merton offering practical help and support. Wimbledon Guild is going from strength to strength, and we're looking forward to appointing a new **Receptionist/ Administrator (Talking Therapies Services)** to work full-time our Talking Therapies team.

We describe our services to clients in this way:

Wimbledon Guild is a community charity in Merton offering practical help and support, so you'll never have to face life's challenges alone.

Whether you're worried about money, you're feeling low or overwhelmed, or you're looking for new friends and activities locally, we're always here.

Wimbledon Guild is more than just a place, we're a real community where everyone belongs.

Our BACP accredited Talking Therapies department has been running for over 40 years and we are historically known for providing long term psychodynamic therapy. Due to the success of the department, we have recently secured long term funding to meet the emerging needs of the local community. We have developed new and more accessible services which now include emotional support groups, psycho-education workshops and short-term counselling.

The purpose of the job is to provide a professional reception service to all clients at our talking therapies services reception, and to carry out general administrative functions that support the Talking Therapies Office Manager and contribute to the smooth running of the charity. The receptionist/ administrator is the first point of contact at the Counselling Services reception for many people and therefore needs to be warm and welcoming, a good communicator and able to respond professionally to a very varied range of callers, including people with communication difficulties or those in distress.

We would be really interested to meet with applicants who have experience of how services work either in a charity or similar service. Wimbledon Guild is a friendly and welcoming place, and we really value team and cross departmental working.

If this sounds like you, it would be great to hear from you. Please complete an application form, detailing in the Supporting Statement how you meet the person specification. This can be found at our website [Jobs \(wimbledonguild.co.uk/jobs\)](https://www.wimbledonguild.co.uk/jobs). If you have any queries about the role, please contact: Adil Qureshi at [aqureshi@wimbledonguild.co.uk](mailto:aqureshi@wimbledonguild.co.uk).

The closing date for applications is **Friday 25<sup>th</sup> October at 9am** by email to [jobs@wimbledonguild.co.uk](mailto:jobs@wimbledonguild.co.uk). The interviews will take place on the **Friday 8<sup>th</sup> December**

Many thanks for your interest in Wimbledon Guild. We look forward to hearing from you.

**Natasha, Talking Therapies Office Manager**