



**elop** is a well-established, thriving, and award-winning London based LGBT+ mental health & wellbeing charity dedicated to providing a wide range of high-quality and professional mental health, counselling, and wellbeing support services to lesbian, gay, bisexual, and trans (LGBT+) people.

We are currently recruiting a  
**LGBT+ Services Administrator**

This is an exciting and engaging job opportunity to join elop's dedicated and enthusiastic team.

In this key role you will work as part of, and provide support to, our mental health, counselling, and training & education services and teams. You will have direct responsibility for the administration of our counselling and mental health services, training and education services, and general office and organisational administrative duties. This will involve providing first point of contact for all enquirers, referrals, bookings, professionals, counselling clients, service users, and learners; liaising with staff and volunteers; maintaining data collation; supporting service monitoring & evaluation; along with ensuring and maintaining organised, efficient, and smooth-running services, systems, reception, and centre environment.

**Full Time:** 37 hours per week

There will be some evening and/ or occasional Saturday working required.

**Salary:** £26,000 incl. London Weighting

N.B. Initially you will work remotely, online via home-based working whilst we relocate to new premises.

Closing deadline for submission of application:

**10.00am Monday 2 December 2024**

Interviews will take place during office hours between 9.30 – 15.00 on

**Tuesday 10 December**

For further details and to request an application pack please email only to [recruitment@elop.org](mailto:recruitment@elop.org)

with the position you are requesting a pack for in the subject line

**N.B. CV's are not accepted**

