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Brent Centre Highlands

8a Stephens Brae

Inverness

IV2 3JN

**Clinical Administrator**

**Part Time:** 20 hours

**Salary**: £25- 28k per year, pro rata

**Location:** Brent Centre Highlands, Inverness and Highlands

Brent Centre Highlands offers flexible working arrangements and family friendly / work-life balance policies. We welcome applications from people who may want to balance this role with family or other commitments, whilst ensuring the requirements of the job are met.

The Brent Centre for Young People is a charity, established in 1967, with an international reputation for psychoanalytic services for adolescents and young people. Our main office is in London, and Brent Centre Highlands is our first Scottish service.

**Job Description:**

This is an opportunity to be part of creating, developing and delivering the Highlands first psychoanalytic, accessible service for young people aged between 14 – 21 years. With an office and established base in Inverness, the service hopes to offer resource to young people across the Highlands in time.

The post holder will be responsible for reception and administrative support to the specialist clinical staff working with young people at the Brent Centre Highlands. The Brent Centre Highlands is a charity which provides information, support, engagement, advice, assessment and psychotherapeutic treatment to young people aged 14 – 21 years. Please note that part of running an accessible service for young people, means that we will be offering after-school clinical services up to 7pm. Please note this is not a role that can be delivered remotely.

The Brent Centre has offered pioneering psychotherapeutic approaches to working and engaging with young people since 1967, with the belief that adolescence is a crucial time to offer help. The Centre is active in training, research and publishing.

Brent Centre Highlands is an entirely new service, starting up in 2023, and we especially welcome applicants who can bring creative project development ideas and Third Sector experience, alongside sensitivity to young people and those using our services, and excellent administration skills.

It’s a great opportunity to be part of a shaping a service, with a high level of clinical support and learning opportunities for staff. As the new service expands and grows, we imagine the role for a dedicated administrator would similarly grow.

For more information: please contact Sarah Fielding (Head of Service, Brent Centre Highlands) [sarahfielding@brentcentre.org.uk](mailto:sarahfielding@brentcentre.org.uk).

For an application form and job description, please contact Mr Jameel Ukaye, Administration and Finance Manager [Jameel.ukaye@brentcentre.org.uk](mailto:Jameel.ukaye@brentcentre.org.uk)

**Deadline for applications: Friday 19th April 2024**

**Interviews**: **April 2024, date** **TBC**