

FISHERWICK PRESBYTERIAN CHURCH
4 CHLORINE GARDENS, BELFAST BT9 5DJ

APPLICATION PACK: OFFICE ADMINISTRATOR (part-time)

INFORMATION ENCLOSED

1. Job Description
2. Person Specification
3. Summary Terms & Conditions of Service
4. Application Form
*Please ensure that you **fully demonstrate** in your application how you meet essential and/or desirable criteria. If insufficient space is provided in application form for explanation please expand sections as required. Additional sheets may be appended, if necessary.
CV's will not be accepted / reviewed.*

Closing Date for Receipt of Completed Application Forms

THURSDAY 20 SEPTEMBER 2018 @ 12.00 NOON

NB: Applications submitted by e-mail to clerk.fisherwick@gmail.com will be accepted; however a signed and dated hard copy must also be provided by short listed applicants at interview stage.

FISHERWICK PRESBYTERIAN CHURCH

OFFICE ADMINISTRATOR (part-time)

JOB DESCRIPTION

1. **Title of Post:** Office Administrator (*20 hrs/week - Monday to Friday mornings*)
2. **Responsible to:** The Minister & Kirk Session
3. **Job Purpose:** The Office Administrator will be responsible for the provision of effective administrative support and ICT services, including management of the Church Office.
4. **Job Description:**
 - (a) Provide clerical, secretarial and administrative assistance to the Minister and Office Bearers to include, preparation and circulation of papers and correspondence, assistance with arrangements for meetings, photocopying, word processing, development and maintenance of filing systems.
 - (b) Produce weekly Order of Service(s) for Church Services, Orders of Service for weddings, funerals and special services as required and with approval of the Minister and assist with production, circulation and publication of guidance and information booklets.
 - (c) Assist with management of bookings for Church and Halls liaising with representatives from various organisations and groups as necessary and as directed by the Minister and Property and Facilities Manager.
 - (d) Maintain the database of Members of Congregation and update regularly.
 - (e) Update website content and social media platforms as required, to include creation, editing and uploading of recordings of Church services.
 - (f) Be responsible for the Church Office during office hours and act as first point of contact for all enquiries whether in person, by phone, post, email etc ensuring they are dealt with politely and professionally and followed up by appropriate action.
 - (g) Receive and distribute all mail and correspondence, including office email.
 - (h) Order routine stationery and office supplies, general supplies and items of equipment as necessary and as agreed by the Minister and/or Property and Facilities Manager. Accept deliveries and store adequately.
 - (i) Review and implement procedures to ensure clear, efficient and effective office operation and co-ordinate support from volunteers in provision of office services, as required.
 - (j) Assist with inputting routine financial transactions to software packages, as required.
 - (k) Participate in regular supervision and support meetings and annual appraisals with the Minister or delegated authority and work within the ethos and beliefs of the Presbyterian Church.
 - (l) Undertake any other duties commensurate with the grade of the post as necessitated by the changing role and the overall needs of the Church, as agreed with the Minister and/or Property and Facilities Manager.

FISHERWICK PRESBYTERIAN CHURCH

OFFICE ADMINISTRATOR (part-time)

PERSONNEL SPECIFICATION

This person specification outlines the essential and desirable skills required for the post.

Shortlisting: Applications will be shortlisted on the basis of **Essential Criteria** given below. If the panel decide, from the information contained on your application, that you do not meet all the essential criteria, then you will not be short listed.

Desirable Criteria: Desirable criteria will be applied at short listing stage should the panel decide that too many applicants meet all the essential criteria. It is important in making your application, that, along with the essential criteria listed above, you provide sufficient detail of all the desirable criteria that you feel you meet.

Interviews: Candidates will be assessed using all the essential criteria.

CHARACTERISTIC		ESSENTIAL	DESIRABLE
Qualifications	1	Level 2 Qualification, ie 4 GCSE's, A*-C, to include English Language and Mathematics, or equivalent	Level 3 Qualification, ie 2 GCE A'Levels, A*-E, or equivalent
	2	Text Processing / Word Processing Qualification at Level 2 or above	ICT Qualification
Experience	3		Level 5 Qualification
	4	At least two year's recent experience of working in an office in an administrative capacity	Experience of working in a faith based or voluntary organisation in an administrative support role
	5	Competent in use of Microsoft suite of packages, including MS Word, Excel and Outlook	Experience with mail merge and formatting documents
	6	Ability to update website content and social media platforms	Experience of inputting financial transactions using accounting software
Skills & Abilities	7	Good communication skills – written and verbal	
	8	Ability to work accurately with excellent attention to detail	
	9	Good inter-personal and organizational skills	
	10	Ability to adapt and work effectively under pressure, prioritise and manage workload and meet deadlines	
	11	Ability to work on own initiative and as part of a team	
General	12	Understanding of and willing to work within the ethos and values of the Presbyterian Church	
	13	Available for occasional work outside normal office hours	

FISHERWICK PRESBYTERIAN CHURCH

OFFICE ADMINISTRATOR

Part-Time Post – 20 hours/week

SUMMARY TERMS & CONDITIONS OF SERVICE

- Salary:** £18,500 - £20,000 pro rata per annum
Salary at date of commencement dependent upon skills and experience
- Leave Entitlement:** 20 days per annum plus 10 x statutory days (pro rata)
Leave entitlement will rise to 25 days per annum after 10 years service
- Hours of Work:** 20 hours/week - Monday to Friday mornings. Hours worked in excess of the normal paid hours entitle the post holder to time off in lieu by arrangement.
- Location:** The post holder will be based at Fisherwick Presbyterian Church Offices, currently based at 4 Chlorine Gardens, Belfast BT9 5DJ.

The Church is currently undertaking a halls redevelopment project which should be completed by the end of July 2019 – at that time all staff will be rehoused in new purpose built office accommodation at the Church.
- Out of Pocket Expenses:** Any approved expenses incurred on behalf of the Church will be reimbursed on production of proof of purchase.
- Contract:** The appointment will be offered as a permanent part-time contract which includes a six month probationary period.
- Pension:** Eligible for membership of Fisherwick Presbyterian's occupational pension scheme – NEST. Employer contributions will be paid in accordance with statutory requirements.

Other conditions of service shall be those applying to employees of Fisherwick Presbyterian Church.

FISHERWICK PRESBYTERIAN CHURCH

APPLICATION FORM OFFICE ADMINISTRATOR

Personal Details	
Surname: <i>(Title)</i>	
First Name(s):	

Present Address for Correspondence:	Permanent Address: (if different from Present Address)
Postcode:	Postcode:
Mobile Number:	
Email Address:	
National Insurance No:	

Referees

Please give the names and addresses of two referees. The prior consent of referees must be obtained before using their names. References will be taken up prior to interview.

Name:	Name:
Address:	Address:
Tel No:	Tel No:
Email Address:	Email Address:
Position Held:	Position Held:

We reserve the right to take up a reference from your present employer.

Please state where you saw the advertisement for this position: _____

Qualifications

Detail your qualifications - GCSE, A'Levels and/or others:

Examining Board	Year & Month	Subject	Level	Result/Grade

Further Education

Name of College Attended	
Year Qualification Received	
Title of Qualification (if an honours degree state class and division)	
Brief details of course:	

Postgraduate Qualifications (Diploma, Masters, PhD etc.)

Name of College Attended	
Year Qualification Received	
Title of Qualification	
Brief details of course:	

Please give details of professional qualifications and/or other qualifications relevant to this post, including in-service training, with dates:

Employment History

Present Employment Details

Date Appointed		Salary	
Name & Address of Employer			
Position and Nature of Duties			
Period of notice required			

Previous Employment Details - use additional page if necessary

From/To Month/Year	Name and Address of Employer	Job Title (indicate whether full or part-time) / brief details of duties	Reason for leaving & salary

Experience of Voluntary Work

From / To	Name / address of organisation	Nature of Voluntary Contribution

Attendance Record

How many days sick leave have you had in the past year? _____

Please give particulars of any illness or injury which incapacitated you for more than seven days during the past two years.

Disability

Do you consider yourself to have a disability which is relevant to your job application? YES / NO

If you have answered 'Yes' - is there anything we should know about your requirements in order to offer you a fair selection, or to make reasonable adjustments to work arrangements: eg interpreter, parking facilities, or any other form of assistance? (please specify)

Further Information

Enclosed you will find a copy of the Job Description, Personnel Specification and a brief summary of Terms & Conditions applicable to this post.

JOB DESCRIPTION is a broad statement of the purpose, scope, responsibilities, relationships and tasks which constitute this post - **based on what is actually done by the person in post at a particular time.** It therefore varies with the employee and his or her development and the job's development and changing circumstances.

PERSONNEL SPECIFICATION is a statement of the knowledge, skills and attitudes required to carry out the tasks which constitute this job. It indicates the previous experience and personal qualities needed for success in this post.

Please provide information in respect of the criteria stated in the Personnel Specification relevant to your application – please expand boxes provided / use additional sheets if necessary.

ESSENTIAL CRITERIA:

*Please ensure that you **fully demonstrate** in this section of your application how you meet essential and/or desirable criteria – please do not refer recruitment panel to previous sections of your application.*

If insufficient space is provided below please expand sections as required.

*Additional sheets may be appended, if necessary. **CV's will not be accepted / reviewed.***

Level 2 Qualification, ie 4 GCSE's, A*-C, to include English Language and Mathematics, or equivalent

Text Processing / Word Processing Qualification at Level 2 or above

At least two year's recent experience of working in an office in an administrative capacity

Competent in use of Microsoft suite of packages, including MS Word, Excel and Outlook

Ability to update website content and social media platforms

Good communication skills – written and verbal

Ability to work accurately with excellent attention to detail

Good inter-personal and organizational skills

Ability to adapt and work effectively under pressure, prioritise and manage workload and meet deadlines

Ability to work on own initiative and as part of a team

Understanding of and willing to work within the ethos and values of the Presbyterian Church

Available for occasional work outside normal office hours

DESIRABLE CRITERIA

Level 3 Qualification, ie 2 GCE A'Levels, A*-E, or equivalent
ICT Qualification
Level 5 Qualification
Experience of working in a faith based or voluntary organisation in an administrative support role
Experience with mail merge and formatting documents
Experience of inputting financial transactions using accounting software

Any other information in support of your application should be attached to your application – a maximum of two additional sheets may be used.

WARNING

Any employee found to have knowingly given false information, or to have wilfully failed to disclose any relevant fact, will be dismissed.

PRIVACY NOTICE

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

Fisherwick Presbyterian Church will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don't.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

DECLARATION: I declare that, to the best of my knowledge and belief, all the information recorded in this application form is true.

Signed _____ Date _____

Closing Date for Receipt of Applications: Thursday 20 September 2018 @ 12 noon

Please return to: Clerk of Session
Fisherwick Presbyterian Church
4 Chlorine Gardens
BELFAST BT9 5JD

Or via email to: clerk.fisherwick@gmail.com

NB: Applications submitted by e-mail to clerk.fisherwick@gmail.com will be accepted; however a signed and dated hard copy must also be provided by short listed applicants at interview stage.

CV's will not be accepted or reviewed.