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**Candidate Information Booklet**

Administrator

Closing date for applications:

**1pm, Friday 26th January 2018**



Funded by the Victims & Survivors Service through the Victims & Survivors Programme administered on behalf of the First Minister and Deputy First Minister

A project supported by the European Union’s PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB)

1. **Job Description**

**Job Title:** Administrator

**Organisation:** Ulster Human Rights Watch

**Location:** Brownlow House, Windsor Avenue,Lurgan, BT67 9BJ

**Salary:** £10,467 p.a. plus pension

**Hours:** 20 hours per week

**Duration:** until 31/03/2020

**Reports to:** Advocacy Support Manager

**Background**

As a charitable company formed in 2002 and a major human rights organisation in Northern Ireland, Ulster Human Rights Watch seeks to promote human rights and the Judeo-Christian interpretation of such rights, advance education in human rights, and support the enforcement of the law in individual cases. The UHRW Advocacy Service provides assistance to families who have unresolved historical cases and wish to obtain information or request further investigation.

**Purpose of the Role**

This project (funded through VSP) offers support, advocacy and advice in relation to Truth, Justice and Acknowledgment to families bereaved as a result of the Conflict/Troubles. The post holder will be required to provide clerical, marketing and financial administrative support to the project, which advocates on behalf of, and advises families who wish to engage with statutory and other bodies in respect of their bereavement.

1. **Organisational Structure**

Management Board of UHRW

Also: Advocacy Sub-Committee

Administrator

Advocacy Support Worker x 3

Advocacy Support Manager

1. **Responsibilities**

**Specialist Activities**

* Recordkeeping, word-processing, photocopying and filing, dealing with telephone, post and email enquiries.
* Contributing to monthly reports, reporting to funders.
* Producing publicity materials e.g. newsletters, flyers etc.
* Maintaining databases.
* Maintaining calendars and diaries and booking appointments.
* Dealing with visitors.
* Assisting with planning and organising events.
* Minute taking and preparation of board papers, agendas etc.
* Assisting with funding application preparation and research.
* Data protection compliance.

**Financial Administration**

* Book keeping- maintaining journals and reconciling bank transactions.
* Maintaining Excel spreadsheets.
* Processing a small payroll.
* Procurement of goods and services.
* Purchasing and payment of goods and services.
* Preparation of claims to funders.

The foregoing is a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of Ulster Human Rights Watch.

1. **Role Competencies**

**Essential Criteria:**

By the closing date for applications, candidates must be able to demonstrate:

1. A minimum of 3 years administrative experience.

2. A minimum of 1 year of financial administrative experience.

3. Possess 5 GCSE’s grades A – C, including English language and Mathematics.

4. Possess RSA qualification or equivalent and/or ECDL.

5. Hold a full license valid in the UK with access to a car. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to make alternative arrangements.

**Desirable Criteria:**

1. Experience in fundraising or funding application development.

2. Possess accounting technician qualification.

1. **Application Process**

Following the deadline for receipt of applications the selection process will operate as follows:



1. **Guidance for Making Your Application**

Application should consist of a completed application form together with a CV and a completed monitoring form.

These are available from www.communityni.org and from the jobs and benefits office in Lurgan.

**Application Submission**

Completed applications can be submitted as follows:

* Posted or hand delivered to The Victoria Suite, Brownlow House, Windsor Avenue, Lurgan, BT67 9BJ
* Emailed to info@uhrwadvocacy.org.uk

**Deadline: 1pm, Friday 26th January 2018**

We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to meet the required deadline.

Should you have any queries please contact info@uhrwadvocacy.org.uk

**Interview Guidance for Applicants**

Final dates for interview have not been scheduled but will take place soon after close of applications.

At the interview, the selection panel will assess candidates against the behavioural competences, qualifications and experience for the post.

**Further Appointments from this Application**

Where a further position in the Organisation is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The reserve list resulting from this competition will be valid for a period of up to one year.

**Disability Requirements**

If reasonable adjustments are required by candidates on account of disability the organisation will make every effort reasonable to accommodate such.

**Vetting Procedures**

For vetting procedures candidates will be required to produce the following for interview:

* Passport;

OR

Document verifying your permanent National Insurance number (e.g.P45, P60 or National Insurance card);

AND

Birth certificate which includes the names of your parents (long version);

* Proof of qualifications (original certificates);
* 2 satisfactory references (References will not be sought until after the final stage of the assessment process);
* Enhanced AccessNI criminal record check (unspent convictions only). Successful candidates will not be appointed to post prior to this being completed.