

Everybody Active 2020 Project Administrator Basketball NI

Part-time post (averaging 12 hours per week)

Salary: £20, 800 (Per Annum Pro-Rata)

Due to our successful funding application in Belfast City Council's Everybody Active programme, we now have a vacancy for an experienced Project Administrator. Reporting to a member of the Board of Basketball Northern Ireland, the successful candidate will be working within our Belfast office and focusing on the Everybody Active programme, providing administrative, accounting and safeguarding support for the project.

The Everybody Active Programme will focus on a school-club development scheme which aims to build sustainable clubs by the end of the funding period in March 2020. Key aspects of this plan will be developing the game of basketball in areas of social need, working with participants with disability and increasing female participation. BNI will network with other bodies to deliver these goals. Two coaches will be employed on the scheme and will report back on the number of players coached, their costs, development opportunities, etc., to the project administrator. This scheme will be the main development programme run by Basketball Northern Ireland. The successful applicant will be required to utilise a wide range of skills and abilities to administer this project.

Job Details:

Responsible to:	Basketball NI Board
Location:	BNI Office, House of Sport
Responsible for:	The administration of the Basketball Northern Ireland Belfast City Council Everybody Active 2020 programme
Hours of work:	Fixed Term Contract, Part-Time 20 hours per week, toil system in operation
Annual leave:	28 days per annum pro-rata (Including Public Holidays)
Salary:	£20, 800 per annum pro-rata)

1.0 QUALIFICATIONS & ATTAINMENTS

Essential Criteria

1.1 5 GCSEs at Grade C or above including English and Maths (or equivalent).

Desirable Criteria:

- 1.2 Honours Degree.
- 1.3 RSA/OCR Stage II (Parts 1 & 2) Typing and/or Word Processing (or equivalent).
- 1.4 Project management qualification, e.g. APM Introductory Certificate (or equivalent).
- 1.5 Accountancy or bookkeeping qualifications.

2.0 RELEVANT EXPERIENCE

Essential Criteria

- 2.1 Two years full-time (or part-time equivalent) experience of carrying out general administrative duties to include the following:
 - a) Word processing documents;
 - b) Dealing with email and telephone requests;
 - c) Data input in MS Excel, Access or similar;
 - d) Report preparation;
 - e) Record keeping, bank reconciliations;
 - f) Preparing monthly/yearly management accounts & budgets;
 - g) Cash flow management/forecasting, daily and long term basis;
- 2.2 Demonstrable experience in drafting and dealing with correspondence and enquiries from the general public and/or partner/third party organisations.
- 2.3 Experience in the use of IT systems, in particular Microsoft Office packages. Experience of using Microsoft Office applications including Microsoft Word, Excel and PowerPoint.
- 2.4 Experience of book-keeping or financial recording in an office environment.

Desirable

- 2.5 Experience of audit preparation.
- 2.6 Demonstrable experience of project management and delivery.
- 2.7 Experience of co-ordinating or managing staff and volunteers.
- 2.8 Proven track record of identifying and securing funding.
- 2.9 Experience of AccessNI safeguarding procedures.
- 2.10 Demonstrable experience of using Sage Accounting or other accounting software.
- 2.11 Experience in implementing development plans.
- 2.12 Previous experience of working in a volunteer organisation.

3.0 SKILLS & APTITUDES

Essential Criteria

- 3.1 Ability to work under pressure and to strict deadlines.
- 3.2 Ability to act on personal initiative and make decisions within agreed guidelines with minimal supervision.

- 3.3 Effective interpersonal, written, and oral communication skills.
- 3.4 Ability to prioritise and manage a variety of tasks simultaneously with attention to detail.
- 3.5 Ability to work with and liaise with staff and volunteers effectively.

Desirable Criteria

- 3.6 Ability to exercise tact and discretion in relation to confidential matters.
- 3.7 Ability to design marketing material, including flyers, leaflets, etc.
- 3.8 Ability to utilise social media to promote the project and Basketball Northern Ireland.
- 3.9 Ability to identify and progress new opportunities for development and expansion of a project.
- 3.10 Ability to learn new skills quickly.

4.0 DISPOSITION

- 4.1 Be self-motivated and resourceful.
- 4.2 Be able to work both on own initiative and in a team in a flexible and co-operative manner.
- 4.3 Be hardworking, methodical, organised and accurate in all areas of this role.
- 4.4 Be approachable, helpful and friendly.

5.0 KNOWLEDGE & UNDERSTANDING

- 5.1 Demonstrate an understanding of the problems of working in the voluntary sector.
- 5.2 Demonstrate an understanding of equality issues and a commitment to Basketball NI's Equity Statement and Policy.

6.0 CIRCUMSTANCES

- 6.1 Must be able to work additional hours, some of which may be in the evening and weekend.
- 6.2 Must be prepared to undertake training in any relevant job related area.

*Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria will go forward to the next stage in the recruitment and selection process.

**The desirable criteria may be used for short listing if required.

Closing date for the applications is noon on 24th February 2017, with the expectation that interviews will take place in the first week of March. Applicants will need to be available to start no later than March 14th.

Please return the completed application form to:

Basketball Northern Ireland

House of Sport

Upper Malone Road

Belfast BT9 5LA

Or email to development@basketballni.com

Application forms received after the closing date will not be considered.

We are an equal opportunity employer.