

Candidate Information Pack

Post: Part-Time Admin / Support Officer 'Bringing People Together' project
REF: SLNRA/PT/Admin02

September 2018

Dear applicant

Thank you for expressing your interest in the post of *Part-Time Admin / Support Officer of the 'Bringing People Together' project*.

This candidate information booklet includes the following documents which you should refer to when completing your application form:

- Job description & Personnel specification
- Guidance notes on completing and submitting your application
- Application deadline information
- Monitoring form
- Equal opportunities policy

The closing date for completed application is 12 noon, Friday 19th October 2018.

We look forward to receiving your application.

**SOUTH LOUGH NEAGH REGENERATION ASSOCIATION
(SLNRA)**

JOB DESCRIPTION

Job Title:	<i>Part-Time Admin / Support Officer</i>
Reports to:	Project Manager
Hours per week:	8
Duration:	Fixed Term until 30 th November 2019
Salary:	£4,500 per annum
Location:	Maghery, Co.Armagh

SLNRA have received funding from Peace IV to deliver their 'Bringing People Together' project throughout the Armagh City, Banbridge, Craigavon Borough Council areas. The focus on the project is to build relationships and deliver a series of workshops, study visits and awareness sessions over the 14 month project.

Summary of main responsibilities:

To assist the Project Manager in the effective implementation of several projects. And be responsible for building relationships and supporting a wide range of individuals and groups. The post holder should be confident while using social media, updating our Instagram/Facebook pages regularly and have a working knowledge of designing marketing material.

Main tasks of job:

- Minute taking
- Produce marketing material
- Updating social media frequently
- Book venue hire, arrange facilitation
- Data collecting
- Attend events to offer additional support
- Following up on project delivery e.g. checking in with facilitators, room hire quotes
- Maintaining project participant database
- Produce reports from database
- Liaise with project evaluators
- Liaise with facilitators
- To have a warm & welcoming personality
- To carry out any other duties specified by Project Manager

Communication:

- Ability to work as part of a team and maintain a good working relationship with colleagues and follow instructions given by others
- To work as a member of the team and contribute to its overall performance
- To answer all phone calls, take messages and redirect as appropriate
- To use effective and appropriate communication with others including all project participants

Quality:

- To prioritise own workload and time manage to ensure all tasks are completed in a timely fashion and quality is not compromised
- To provide all relevant information to assist in the monitoring and evaluation, review and planning of the project
- To work in accordance with all SLNRA's policies and procedures

Promoting the project:

- To always act in a positive & professional manner when promoting SLNRA
- To understand and explain the ethos and purpose of SLNRA when delivering this project
- To actively participate in SLNRA promotional events & relevant training.

Equality & Diversity:

- To recognise the importance of peoples' rights and act in accordance with legalisation, organisational policies and procedure.

Development of self and / or others:

- To take an active role in learning opportunities
- To contribute to team training skills assessments
- To participate in feedback sessions with project manager

PERSONNEL SPECIFICATION

Job title: *Part-Time Admin / Support Officer*

The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address, when completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Essential criteria

Qualifications:

- Educated to A-Level standard or equivalent

Experience:

- At least one year's experience working in a community development related setting
- Recent and relevant administrative experience
- Proven experience maintaining databases
- Proven working experience of updating and monitoring social media
- Proven working experience of Office packages and graphic design programs

Skills and Attributes:

- Ability to plan work, meet targets and work to deadlines
- Highly motivated team member
- Excellent communication skills, both oral & written, to include in-depth reporting
- Working experience of developing high quality presentations
- Willingness to work unsociable hours
- Be of a caring disposition
- Able to work on own initiative

Desirable criteria:

- Knowledge and experience of working within communities throughout the ABC council areas including the South Lough Neagh area

Note:

An AccessNI check will be required before commencement of employment.

SLNRA may interview only those candidates who appear, from the information available, to be most suitable in terms of relevant experience and ability.

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

No electronic application will be accepted.

Please send completed applications to:

SLNRA

Recruitment Department

Unit 1 Maghery Business Centre

Maghery Road

Dungannon

BT71 6PA

The closing date for completed application is 12 noon, Friday 19th October 2018.

This post is funded by Peace IV.