



CANDIDATE INFORMATION BOOKLET

Administration Support Officer

CI/ASO/0724

Fixed Term Contract

Completed application and monitoring form must be returned to jobs@happyraspberry.com no later than 4.00pm on 17th July, 2024.

Co-operation Ireland is an Equal Opportunities Employer.



FOREWARD

Thank you for your interest in the position of Administration Support Officer at Co-operation Ireland. The appointment of an Administration Support Officer will provide an exciting opportunity for a dedicated individual to join our team. Please refer to the Job Description and Personnel Specification within this booklet for more information about this role.

Included in this information booklet is further information about the vacancy and Co-operation Ireland. Included are the Job Description and Person Specification for the role. You should pay attention to the person specification and to demonstrate in your application form how you meet the essential and desirable criteria for the role.

Please ensure you follow all instructions given. Please note that all applications must be made via the application form and CVs will not be considered.

Happy Raspberry HR Consultancy has been engaged as Co-operation Ireland's Interim HR Support Service Provider and as such will be supporting in the Recruitment and Selection process.

If you have any further queries regarding the role, please do not hesitate to contact jobs@happyraspberry.com.

Best wishes in your application.



Ian Jeffers

Chief Executive Officer

INFORMATION ABOUT CO-OPERATION IRELAND

OUR APPROACH

Co-operation Ireland is an all-island peace-building organisation. We work to build a shared and cohesive society by addressing legacy issues of the conflict and facilitating contact and collaboration between people from different backgrounds across these islands.

Under our current strategic plan, our programmes are primarily targeted at young people and marginalised communities which have experienced the worst impacts of the conflict.

OUR VISION

Co-operation Ireland works to promote and encourage interaction, dialogue and practical collaboration between the peoples of Northern Ireland and between Northern Ireland and Republic of Ireland.

Co-operation Ireland's vision is of:

"A peaceful and stable island where people of all backgrounds live and work together for a better future."

OUR MISSION

Our mission is to sustain peace by helping to build a shared cohesive society. Co-operation Ireland does this by working in partnership with others in these islands to:

- Develop initiatives which address emerging challenges to peace;
 - Facilitate understanding, positive relationships and co-operation across these islands, building a sense of interdependence;
 - Create a supportive environment by building capacity, influencing policy, and Developing collaboration at a strategic level;
 - Share our learning and experience of peace building and practical co-operation internationally.
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OUR VALUES

In carrying out its mission, Co-operation Ireland is guided by the following values:

- Respect for People and their Rights;
- Inclusion, Equality and Fairness;
- Accountability, Integrity and Transparency.

Further information can be found on our website: www.cooperationireland.org



Job Description

Role:	Administration Support Officer
Reports to:	Executive Assistant
Location:	Co-operation Ireland Office, Belfast
Salary Scale:	Point 1 - £26,000 - £32,000 (per annum)
Contract Period:	Fixed Term Contract until 30th September 2025
Hours per week:	35 hours per week (Co-operation Ireland is committed to providing a positive working environment, supporting employees to achieve an appropriate work life balance and operates an attractive flexible working policy).

Background

Co-operation Ireland wishes to appoint an individual to join us as Administration Support Officer, supporting our Directors by providing a mix of financial and administrative support. The successful candidate will gain experience of high-level administrative support and will be a focal point for raising sales invoices across the various departments and support programmes on a daily basis.

This post is funded by the Rank Foundation until 30 September 2025. The Rank Foundation works in communities across the UK to encourage leaders, develop entrepreneurial mindsets and form strong networks that improve life. We welcome all applicants, however we particularly welcome applicants to apply who have not previously worked in the Voluntary/Charity Sector (Third Sector).

Job Purpose Summary

The jobholder will be responsible for and will support the financial management and administration, and for raising sales invoices from colleagues across the organisation. They will assist in the smooth running of administrative processes of programmes and assist the finance staff on a routine basis.

Co-operation Ireland offers hybrid working arrangements, allowing candidates to blend both office and home-working arrangements. It should be noted that the postholder will be required to attend meetings in locations across Northern Ireland, Ireland and Great Britain and must be able to fulfil these travel obligations, as needed.

Main Duties and Responsibilities

Financial Management

- Manage the financial aspects of raising sales invoices for various department across Co-operation Ireland.

Financial Reporting

- Prepare accurate and timely financial reports for internal and external stakeholders, and other partners. Ensure transparency and accountability in financial reporting processes.

Administrative Support

- Provide administrative support to finance staff and project staff, including managing office operations, maintaining filing systems, and organising meetings and events.

Compliance and Risk Management

- Ensure compliance with all relevant regulations, policies, and procedures related to financial management and procurement. Participate in the identification, mitigation and monitoring of financial, operational and safeguarding risks.

Capacity Building

- Provide training and support to programme staff and partners on financial management procedures, compliance requirements, and best practices in administration.

Audit Preparation and Support

- Prepare documentation and assist with audits conducted by internal or external auditors. Ensure that all financial records and transactions are accurately documented and readily available for audit purposes.

Communication and Liaison

- Serve as a point of contact for financial and administrative matters related to the sales invoicing. Liaise with internal and external stakeholders, including funding agencies, government authorities, and implementing partners as necessary.
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Continuous Improvement

- Continuously review and improve financial and administrative processes to enhance efficiency, effectiveness, and compliance with programme objectives and regulations.

General

- Always promote the organisation positively and strive to build and maintain the excellent partnerships that have been developed by the organisation.
- Conduct yourself in a trustworthy, reasonable and responsible manner when undertaking your duties. Promote a positive and harmonious working environment where all are treated with respect, equality and fairness and in which no form of intimidation or harassment is tolerated.
- Abide by all the organisation's policies and procedures and ensure that these are implemented fully within your areas of responsibility.
- Within the context of the post, ensure full compliance with health and safety and safeguarding requirements.
- Participate in staff development and training events. Any other duties deemed necessary within the postholder's competency to ensure the effective operation of your role within the company or a role where similar experience and/or knowledge and/or skills might be required.

This is the description of the job as it is presently constituted. It is the practice of the organisation to periodically examine staff job descriptions and to update them to ensure that they continue to relate to the job. It is the aim of the organisation to reach agreement to reasonable changes following discussion with the post holder.

This job is supported with funding from the "Start Here" programme,
managed by
The Rank Foundation



Person Specification

Educational and Professional Qualifications	<i>Essential</i>	GCSE English and Maths at Grade C or above (or equivalent).
	<i>Desirable</i>	Accounting, Business or Financial qualification
Previous Experience / Training	<i>Essential</i>	<ul style="list-style-type: none"> • Good organisational skills, including the ability to work on their own initiative with limited supervision and consistently produce high quality work outputs. • Efficient and self-motivated individual with sensitivity and openness towards peacebuilding and reconciliation work. • Good analytical skills with the ability to identify key points from complex materials or information. • Able to effectively create good working relationships with Directors and staff members at all levels. • Able to work accurately and with attention to detail. • A high degree of flexibility and adaptability to adapt to a variety of different settings and situations. • Must possess good literacy and numeracy skills. • Proficiency in the use of Microsoft Office.
	<i>Desirable</i>	<ul style="list-style-type: none"> • Good understanding of finance or administration in a workplace setting. • Experience of project administration. • Experience of financial and/or accounting administration. • Presentation and communication of financial and administrative information. • Understanding and/or previous experience using a Management Information System.
Other	<i>Essential</i>	<ul style="list-style-type: none"> • Discretion in dealing with confidential information.
	<i>Desirable</i>	<ul style="list-style-type: none"> • Willing and able to travel occasionally to Co-operation Ireland's other offices. • Willing and able to work occasional extended hours if required (within Co-operation Ireland's Flexible Working Policy).

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THE SELECTION PROCESS

MAKING YOUR APPLICATION

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria detailed in the person specification.
- You should ensure that you provide full details of your qualifications including modules achieved and dates including start and finish date.
- You should ensure that you give evidence of your experience in your application form, giving length of experience, examples and dates as required. e.g. 1 August 2020 to 30 September 2023.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the qualifications, experience and skills gained.
- All applications must be made on the standard application form.
- CVs and late applications will not be accepted.
- Incomplete application forms will not be accepted.

SHORTLISTING

- All applications will be screened by the selection panel to determine if they meet the Essential Criteria for the position. Co-operation Ireland does however reserve the right to use the Desirable Criteria if it is necessary to introduce additional job-related criteria, depending on the number of applications received. You should therefore make it clear on your application form how you meet the Desirable as well as the Essential Criteria. Only those who have sufficiently demonstrated on their application form that they meet the eligibility criteria will progress to the next stage.

INTERVIEWS

- It is anticipated that interviews will take place between 29th July 2024 – 2nd August 2024.
 - Candidates should make themselves available for interview during the period specified above. Changes to the above interview period will only be considered in exceptional circumstances.
 - If you wish to withdraw your application at any stage of the process, please email jobs@happyraspberry.com
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- The interview will include situational based and competency based questions.
- The selection panel will design questions to test your knowledge and experience. The person specification detailed above will be used as the basis for the interview questions.

COMMUNICATION REGARDING THIS RECRUITMENT PROCESS

All communications in relation to this role will be issued to the email address given by you. Please ensure that you check your email account to make sure that you do not miss any communications in relation to this recruitment and selection process.

FEEDBACK

Co-operation Ireland is committed to providing feedback in respect to decisions taken in determining eligibility/short-listing as well as at interview. Feedback will be communicated on receipt of a written request. All requests for feedback are welcome.

RESERVE LIST

Should further positions in Co-operation Ireland be identified which are similar to that outlined in the role to which you have applied, a reserve list may be created of candidates who meet the required standard(s) against the interview criteria and who have acquired the necessary pass mark. Should any further vacancies arise, the highest scoring applicant on the reserve list would be allocated to the vacancy. The reserve list will be valid for six months from the final date of interview.

DISABILITY REQUIREMENTS

Co-operation Ireland will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the selection process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact jobs@happyraspberry.com

KEY INFORMATION RELATING TO THIS ROLE

On successful appointment you will be eligible to receive the following:

- An opportunity to earn a gross salary: Point 1 - £26,000 - £32,000 (per annum)
- An attractive pension scheme.
- Generous holidays entitlement – Annual leave – 25 days and Customary Holidays – 12 days (pro rata for part-time or part year service). An additional day of annual leave after 5 and 10 years' service to the organisation.
- Co-operation Ireland is committed to providing a positive working environment, supporting employees to achieve an appropriate work life balance and operates an attractive Flexible Working Policy.
- Co-operation Ireland will consider hybrid working arrangements based on the needs of the organisation.
- Cycle to Work Scheme – terms and conditions apply.
- Occupational Sick Pay Scheme – terms and conditions apply.
- Life Assurance.
- Salary Protection – terms and conditions apply.
- Excellent training and development opportunities.

PROBATION

This position is subject to a three-month probationary period. During or at the end of that period your employment will be confirmed, terminated or your probationary period may be extended for a further three-month period.

EQUAL OPPORTUNITY MONITORING FORM

Please note this form is regarded as part of your application. The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Please complete the monitoring form and return along with your application.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS AT 4.00PM on 17th July 2024.

Co-operation Ireland is an Equal Opportunities Employer and welcome all applications.
