



## Title of Post

Administrative Assistant

## The Job

This is a maternity cover post. The Administrative Assistant reports to the General Manager and will work closely with other staff members and volunteers. The post holder will undertake general office duties to a high standard, including being the first point of contact for all enquiries via phone and responding to email and website enquiries appropriately and promptly.

The post holder will also share in the process of applying for grant funding, writing reports, monitoring and evaluating all projects, and supporting project staff in fulfilling their roles. The post holder will be responsible for maintaining all records, updating website information and all other administrative details needed to ensure that WPCA runs effectively and efficiently and acts in compliance with charity legislation. The post holder will also take part in general staff meetings which involves prayer times.

The role is based in the Micah Centre office. Working hours will generally be Monday – Friday preferably 9.30am -12.30pm with a degree of flexibility if required. Occasional evening work may be required.

## Job Description

- Being the point of contact for all public and company enquiries.
- Office Administration, including some admin support for WPCA project staff
- Input into website content and fundraising materials.
- To support the rest of the staff and directors as necessary.

## Key Responsibilities

Provide day to day support in the office, taking a lead role in:

- General Administration relating to the WPCA projects and Micah Centre
- Working with the Treasurer, keeping accurate records of grant applications, project reports, etc
- Assisting with writing funding applications, appeal letters and grant reports to secure the grant funding necessary for WPCA to operate
- Administration of record keeping, updating spreadsheets, etc.
- Assisting with email and written publicity/communications, website and social media.

## Person Specification

### Essential Criteria

1. Be a committed Christian whose lifestyle will enable you to own and work within the Christian ethos of WPCA and the faith element of the organisation.\*
2. 5 A\*- C GCSEs or equivalent including English and Maths.
3. Proven ability to work as part of a team, proven ability to use initiative and a self-starter.zx
4. Proven ability to multitask and prioritise a varying workload.
5. Previous experience working in a busy administration role.
6. Good working experience of Microsoft Office, including Word, Excel, Publisher.
7. Demonstrate excellent interpersonal and communication skills – both written and verbal.

### Desirable Criteria

- Experience in applying for grant funding in the charity sector and grant reporting.
- Experience updating content of a website
- Experience of working with a charity and knowledge of charity compliance
- Experience of using Canva or other design app for social media.
- A-Levels or equivalent qualifications

**NOTE:** \*Consistent with Equality Legislation, the criteria stated in point 1 of Essential Criteria is necessary given that this is a post where the essential nature of the job requires it to be done by a person holding these particular views.

### Hours

15 hours per week

### Term of Post

8-month maternity cover with possibility of renewal, subject to funding.

### Remuneration

NJC Scale Point 4 SCP 10 (£25,545 pro rata)

### Annual Leave

Six weeks holiday, taken as a week after Christmas, a week after Easter and four weeks over the summer (to be agreed with line manager). This will be agreed pro-rata over the 8 months.

**How to apply:** Complete the application form – email to Heather Purdy, General Manager, [heather@wpcabelfast.co.uk](mailto:heather@wpcabelfast.co.uk)

**Closing date:** 4pm Monday 9<sup>th</sup> September 2024. Interviews will take place on Tuesday 17<sup>th</sup> September in the evening.

## INFORMATION FOR PROSPECTIVE EMPLOYEES

### Background

Willowfield Parish Community Association was founded at the end of 2002 to address some of the profound social, emotional, physical and spiritual needs of residents in the Willowfield/Woodstock area of East Belfast – an area classified among the most deprived in Northern Ireland. It operates in conjunction with Willowfield Church of Ireland Parish, whose initiative it was, and the Rector of the Parish chairs the management committee. In 2007 we opened the Micah Centre, a purpose-built facility to house the various programmes and activities that we run. We currently work with the following, identified as a result of needs analysis, and surveys conducted with local residents: the elderly, teenagers, children, unemployed adults, local families and those struggling with poverty and deprivation.

### Ethos

WPCA has a Christian ethos and that informs the way staff fulfill their roles, how we relate to one another, how we relate to the organisations and individuals with whom we work, and how we relate to those we seek to help and serve. Our ethos emerges from a desire and motivation to express Christ's love to all people.

While WPCA is motivated by the Christian faith, we seek to be accessible to people of all faiths or none. We are committed to serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability.

### Growth

Since its inception, WPCA has seen continual growth. Because of this there is a culture of regular change and development within the organization, and we aim to continually evaluate and monitor the effectiveness of what we do, so that we ensure that we develop appropriately and respond to the changing needs of our community. This makes for an exciting, dynamic (and sometimes very busy) place to work.

Please note that in order to comply with our Child Protection Policy we will require an employee to undertake a Criminal Records Bureau Disclosure if their role or assistance at one of our programmes brings the employee into regular contact with children.