

**Community Sports Network – Office Manager**

Closing date for applications – **5pm on Friday, 29th November 2024**

Application can be returned via post or email.

PLEASE NOTE THAT ANY ATTACHED SHEETS OF ADDITIONAL INFORMATION WILL NOT BE CONSIDERED. ALL ANSWER MUST FIT WITHIN THE SPACE PROVIDED.

Please note CVs must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the requirements. Any shortlist will be determined only on the basis of the information provided in this application form. Only those shortlisted will be progressed to the next stage of the recruitment process.

Should you be successful you will be required to produce official original proof of any qualifications which you rely on to support your application.

**FULL NAME:**

**ADDRESS**

**CONTACT NUMBER:**

**CONTACT EMAIL:**

This form should be completed in BLACK INK or TYPEWRITTEN and must be returned to:

Or emailed to:

info@communitysportsnetwork.org

Human Resource Department

Community Sports Network

Office 8, Townsend Enterprise Park

28 Townsend Street

Belfast, BT13 2ES

Please ensure that you retain the original format of the application form at all times.

COMMUNITY SPORTS NETWORK IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY.

**ABOUT COMMUNITY SPORTS NETWORK:**

Community Sports Network (CSN) is a local Charity which works in communities across Northern Ireland. CSN (previously known as Belfast Community Sports Development Network) was established in 2006. CSN delivery Sport for Development programme to communities across Northern Ireland. Sport for Development is the intention use of sport or physical activity to help improve social issues or matters.

**Vision:**

CSN envisions a future where inclusivity, integrity and sustainability thrive, creating an active, empowered and connected society.

**Mission**:

To empower individuals and communities through inclusive participation, fostering inclusivity, integrity, and sustainability. CSN strive to create a welcoming and accessible environment where everyone can thrive, regardless of background or ability. Through transparent governance, ethical leadership, and a commitment to diversity and environmental responsibility, we aim to inspire positive change and promote holistic well-being for all.

**Values:**

CSN values serve as the guiding principles that underpin its actions and decisions, shape the organisational culture and define the approach to achieving the vision of the organisation. There are five values that define the ethos at CSN.

**Equity:** CSN is committed to inclusivity, ensuring that everyone, regardless of background or circumstance, has equal access and opportunities.

**Honesty:** To uphold truthfulness and sincerity in all interactions, fostering trust and transparency within the organisation and across stakeholders.

**Integrity:** To prioritise respect and ethical conduct, always striving to do the right thing, even when faced with challenges or difficult decisions.

**Respect:** To give due regard to the feelings and rights of everyone, valuing diversity and fostering an environment of mutual understanding and appreciation.

**Sustainability:** CSN is dedicated to responsible stewardship of resources, both environmental and organisational, ensuring long-term viability and positive impact for generations to come.

As we implement this Strategy, CSN remains committed to growth and evolution. We will regularly assess our values, vision, and mission to ensure alignment with our desired organisational culture and identity.

**JOB DETAILS:**

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| --- | --- |
| **Job Title:** | **Office Manager** |
| **Responsible To:** | **Director of Operations** |
| **Location:** | **Office based in Belfast** |
| **Salary:** | **Start salary of £15,676 (£29,000 per annum).** |
| **Additional Benefits:** | **Annual and Statutory Leave, Personal Development Training, Travel Expenses, Company gear etc** |
| **Duration of contract:** | **Initial 2-year contract** |
| **Hours of work:** | **20 hours per week. Duties will primarily be during the day, however on rare occasion this post may include evening and weekend working** |

**SECTION 1: EDUCATION & QUALIFICATIONS:**

In the table below can you list your relevant qualifications, starting with the highest qualification obtained (e.g., degree, diploma), the awarding institution and year obtained. Please also include related awards/qualifications in office management or HR (e.g., ILM Level 3 in Office Management, HR certifications).

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| **Qualification** | **Awarding Institution** | **Date Obtained** |
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**SECTION 2: EMPLOYMENT HISTORY:**

**Current or Most Recent Employment**

Employer name:

Job title:

Dates of employment: From: To:

Key responsibilities:

Reason for leaving (if applicable)

**Previous Employment (List a maximum of 2 positions)**

Employer name:

Job title:

Dates of employment: From: To:

Key responsibilities:

Reason for leaving (if applicable)

Employer name:

Job title:

Dates of employment: From: To:

Key responsibilities:

Reason for leaving (if applicable)

**SECTION 3: SKILLS & EXPERIENCE:**

**Office Management Experience:**

Briefly describe your experience in managing office logistics (phones, printers, filing systems) and coordinating with senior management.

**Calendar and Meeting Management:**

Describe your experience in managing schedules, organising meetings, and preparing agendas and minutes. Provide examples of any challenges you’ve overcome in these areas.

**Administrative Systems Improvement:**

Describe a time when you identified and implemented an improvement to an administrative process. What was the outcome?

**Communication & Problem-Solving Skills:**

Give an example of a time when your communication skills were essential to resolving an issue or misunderstanding.

**Human Resources Support:**

Detail any experience you have in HR-related tasks, such as tracking staff attendance, supporting recruitment, or handling background checks.

**SECTION 4: REFERENCES**

**Reference 1:**

Name:

Relationship:

Contact Number:

Email Address:

**Reference 2:**

Name:

Relationship:

Contact Number:

Email Address:

**SECTION 3: FURTHER INFORMATION:**

Do you accept that this role many require evening and weekend work? YES NO

Do you have access to your own transport? YES NO

Additional Needs;

If you are required to attend an interview with us, do you have any

additional needs we need to be made aware of? YES NO

If YES, please provide information below;

**SECTION 5: DISCLOSURE:**

Before you begin working with us, you will be required to complete an Enhanced Access NI check.

**Please note that a criminal record will not automatically bar you from obtaining a position in Community Sports Network.**

**The Access NI Code of Practice can be viewed through the following link**

[**https://www.nidirect.gov.uk/publications/accessni-code-practice**](https://www.nidirect.gov.uk/publications/accessni-code-practice)

**As per the Access NI Code of Practice CSN has a policy on the Secure Handing, Use, Storage and Retention of Disclosure information.**

Is there any reason why you cannot work in regulated activity?  YES NO

Are you currently the subject of any court or criminal proceeding? YES NO

**SECTION 6: CANDIDATE SIGNATURE\*:**

\*CSN accept typed signatures.

**Official use only;** Initials & Timestamp: