**Mid & East Antrim Community Advice Services**

**7 Mill Street**

**Ballymena**

**BT43 5AA**

**Tel:** 028 96001333

**Email:** julia.cleeland@meacas.com

March 2025

Dear Candidate

Thank you for your interest in the role of **Financial Wellbeing Co-Ordinator**. I have enclosed the job description, personal specification, application form and equal opportunities monitoring form.

Please review the job description carefully to understand the responsibilities, skills and knowledge required for this role, this will help you assess your suitability for the position. Also ensure to fully complete all sections within the application form accurately and thoroughly including all required information such as personal details, work history, education, and references.

You must ensure that your completed application is submitted by email to by the closing date of **Friday 18th April 2025 at 12.00 noon**. Please return the monitoring form via post to The Monitoring Officer at the address above. Please note that late applications will not be considered.

I would like to take this opportunity to wish you well in your application, we look forward to receiving it.

Yours faithfully

Julia Cleeland

Julia Cleeland

Operations Manager

Mid & East Antrim Community Advice

**Job Description**

Job Title: **Financial Wellbeing Co-Ordinator**

Responsible to: Operations Director

Location: Mid & East Antrim Community Advice Offices: This post will cover the Mid & East Antrim area; therefore, the post holder will work across our 3 office locations in Ballymena, Carrickfergus & Larne

Salary Starting Salary £25,571 - £26,081 depending on qualifications / experience

Pension 5% Employers contribution to pension

Hours: 35hrs per week

Probationary Period: The probation period for this post is 6 months.

Allowances: Travel and subsistence expenses are paid, in accordance with Mid & East Antrim Community Advice travel and subsistence policy, when the post holder is absent from the organisation’s premises on the organisation’s business.

Holidays: 25 days plus 11 recognised statutory holidays

Start Date: Immediate vacancy

Tenure: Currently funded to 31/03/2026, with a possible extension.

**Application for Employment – Financial Wellbeing Co-Ordinator**

**Please complete and return as a word document.**

**Section 1 - PERSONAL DETAILS**

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| --- | --- | --- | --- |
| First name  |  | Surname |  |
| Email address |  |
| Telephone |  | Mobile |  |
| Address and post code |  |
| Where did you see this job advertised? |  |
| Are you a UK/Irish or EU citizen? | YES [ ]  NO [ ]  | If not, do you have a permit to work in the UK? | YES [ ]  NO [ ]  |
| For this job, you will need to have the right to work in the UK or have a valid UK work permit. If you are not a UK, Irish or EU citizen, you will be asked for documentation to support your right to work in N. Ireland |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? | YES [ ]  NO [ ]  | If so, please give details:Date/Offence/ Penalty. |  |
| Are there any cases pending against you? | YES [ ]  NO [ ]  | If so, please give details: |  |
| Is there any reason why you cannot work in regulated activity? |  |
| Note: A criminal conviction not relevant to the duties of the post will not exclude you from consideration/employment. Failure to disclose any conviction will. |
| Do you consider yourself to have a disability relevant to the position applied for? YES / NO If so, please give details. | Yes/No | If selected for interview, do you have any particular needs to enable you to attend?  |  |
| Are you currently employed:  | Yes/No | If so, what is your notice period that you must give your employer if leaving?  |  |
| Do you hold a clear driving license? | Yes/No | With access to a car for purposes of work? | Yes/No |
| Should your application for this post be unsuccessful, are you happy for your application be held and considered for other positions available? |  |
| **SIGNIFICANT DATES** |
| Earliest date you can commence in the role: |  |
| Dates not available for interview: |  |
| Existing holidays booked: |  |
| No. of days sickness in the last 2 years: |  |

**1.2 – REFEREES**

Please give the names of two people who can be contacted to give references for you (e.g. line manager, tutor). References will only be sought if an offer of employment has been made.

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| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Relationship to applicant |  |  |
| Company |  |  |
| Job Title |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |

**2.0 EDUCATION / SCHOOL QUALIFICATIONS**

(full time education /vocational training between 10/11 years of age and 18/19 years of age) courses taken and successfully completed.

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| --- | --- | --- | --- |
| **Subject studied** | **Duration of study** | **Examination Results / Certification** | **Date of qualification** |
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**HIGHER EDUCATION-** This applies to attendance & qualifications from university or other third level College

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| **Level – Degree/Diploma/ Certificate etc. studied** | **Dates****From To** | **Subject** |  **Qualification obtained** | **Year Obtained** |
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**Give details of any short courses or training attended within the last 3 years**

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| --- | --- | --- | --- | --- |
|  **Course Title** |  **Content/ Purpose** | **Duration (hours)** | **Accreditation level** | **Accreditation achieved**  |
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**3.0 EMPLOYMENT HISTORY:** *Start with your current or most recent employment, and work backwards through your career. Please state month and year for employment e.g. (01/12/06 – 01/02/07). Also include any significant periods of unpaid work / volunteering you have undertaken*

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| --- | --- | --- | --- | --- |
| **Dates*****From To*** | **Employer and** **Location of Job** | **Position** | **Salary** | **Reason for Leaving** |
| **DD/MM/YY** | **DD/MM/YY** |  |  |  |  |
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**3.1 Employment Gaps:** Please detail reasons for any gaps in employment.

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| --- | --- |
| **Dates*****From To*** | **Detail gaps in employment.** |
| **DD/MM/YY** | **DD/MM/YY** |  |
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**4.0 ESSENTIAL CRITERIA: Please evidence how you meet the criteria below.**

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| **1. Essential -** Qualifications, knowledge and & experiencePlease use this space to detail how you meet the essential criteria in the job description.1. A good level of general education including Maths and English
2. Experience of working in a related field i.e. Networking, Co-ordination or Administrative role
3. Person centred approach and excellent communication skills including the ability to communicate information in a clear and accessible manner
4. Ability to facilitate small group sessions and information clinics when required
5. Ability to use initiative/work to target and seek support when required
6. Competent in the use of Microsoft and IT tools
7. A commitment to the aims, principles and policies of Mid & East Antrim Community Advice
8. Ability to operate as a team player and communicate effectively with colleagues and managers
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| **Desirable Criteria**Please use this space to provide details on how you meet the desirable criteria 1. Level 3 qualification (or equivalent) in Advice, Community Development, or other demonstrably related field.
2. General knowledge of benefits system and existing debt support provisions.
3. Experience of working with people with multiple and complex needs.
4. Experience of working effectively with a wide variety of stakeholders.
5. Experience of engagement strategies using social media.
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**NOTES:**

Please ensure to complete all sections of the application form. Mid & East Antrim Community Advice reserve the right to draw inference of capacity to meet the demands of the position from the standard of presentation of the application.

Where the number of candidates meeting the essential criteria warrants further reduction before selection for interview, Mid & East Antrim Community Advice reserves the right to select for interview, only those candidates meeting the essential criteria who, based on the desirable criteria and their overall standard of application, best meet the needs of the organisation.

**Access NI Checks** - If your application is successful and you are offered employment with us you will be asked to consent to an Enhanced Disclosure check (AccessNI). This is to ensure we safeguard children, young people and vulnerable adults with whom we work. You do not have to consent to these checks being carried out but, if consent is withheld, Mid & East Antrim Community Advice have the right to withdraw the offer of employment.

**Data Protection Statement** - The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties’ information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form, you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.

**DECLARATION**I declare that, to the best of my knowledge, the information given in my application is correct. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

By completing this form, I understand that I give my consent under the Data Protection Act 2003 for this information to be processed in accordance with Mid & East Antrim Community Advice policy for the purpose stated above.

I have completed this form myself. To the best of my knowledge the information given is correct. I understand that providing misleading or false information will disqualify me from selection or if appointed, may, on discovery, result in my immediate dismissal.

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| --- | --- | --- | --- |
| Signed |  | Date |  |

Completed applications should be returned by the closing date of **12.00 noon Friday 18th April 2025** either by email to julia.cleeland@meacas.com or in hard copy to our Ballymena office at the address above.

N.B. If you submit an electronic application, you will be asked to sign a paper copy at interview

Please note that late applications will not be considered.