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| APPLICATION FOR EMPLOYMENT A picture containing text  Description automatically generated In Confidence |
| **POST: Project Administrator with HR Responsibilities****CLOSING DATE:**  |
|  |
| Please read the job description and person specification carefully before completing this form. Short listing will be carried out solely on the basis of information provided on the application form. Please write clearly in **black** ink or type. |
| **Personal Details** |
| Surname:Forename(s):Preferred Title:Preferred Pronouns: | Contact Address:Postcode:Tel No Home:Tel No Work:Email address: |

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| **EDUCATION** |
| Subjects passed at GCSE or equivalent |
| Subjects passed at A-level or Equivalent |
| Degrees or diplomas and institutions attended |
| **PROFESSIONAL QUALIFICATIONS** |
| Name of professional body or bodies | (i) By Examination and Result | (ii) By Election |

Dates

Course/Training details

**Other relevant courses or training undertaken**

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| **CURRENT EMPLOYMENT (if any)** |
| Name and Address of employer**(*Please state if this is your present or last employer*)**Post Held: Dates of employment: From: To: Duties of Post: Date Appointed: Current Salary: Period of Notice:  |

## Previous employment History (Please start with your present or most recent employer)

**Dates From-To**

**Employer’s name and Position held**

**Main duties**

 (Continue on separate sheet if required)

**Previous practical experience gained in an unpaid capacity/voluntary work**

**Dates From-To**

**Employer’s name and Position held**

**Main duties** (Continue on separate sheet if required)

**POST APPLIED FOR: Project Administrator with HR Responsibilities**

**Using the job description & person specification criteria, please demonstrate how your skills, experience and abilities relate to this post. Please ensure you clearly demonstrate your ability to meet the requirements of the post using examples where possible.**

**ESSENTIAL**

1. **EDUCATION AND WORK EXPERIENCE**
* Do you hold a level 3 Qualification in Business Administration or equivalent?
* If not, do you have at least two years’ relevant experience in a community organisation in an administrative role? Please elaborate.
1. **OFFICE ADMINISTRATION**
* Describe your experience with general office procedures, data input, record-keeping and producing statistical reports.
* Have you handled telephone or reception duties? Please provide examples.

1. **IT SKILLS**
* Describe your experience using IT systems including Office 365 including Word, Excel and database management.
* Provide an example of how you have used IT systems to produce reports or maintain records.
1. **HUMAN RESOURCES RESPONSIBLITIES**
* Describe any experience you may have managing staff/volunteers in a professional setting.

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* Describe your experience with HR related tasks, such as maintaining employee records of assisting in recruitment processes.

*If you don’t have any previous experience with HR, would you be prepared to complete training in this area?*

**INTERPERSONAL AND ORGANISATIONAL SKILLS**

1. **TEAMWORK AND COMMUNICATION**
* Provide an example of how you have worked effectively as part of a team.
* How do you ensure clear and professional communication with staff, service users and visitors?
1. **PROBLEM SOLVING AND CONFLICT MANAGEMENT**
* Describe a situation where you had to manage a challenging interaction with a service user or visitor. How did you handle it?
1. **ORGANISATIONAL AWARENESSS**
* Share an example of how you have prioritized tasks and managed tight deadlines in a previous role.
1. **COMMITMENT TO THE ROLE**
* How would you model the values and behaviours required for this role?
* How do you ensure strict confidentiality and adherence to data protection guidelines?
1. **Flexibility**
* Are you able to adapt to changes in work practices and organizational needs? Provide an example.

**Additional Questions**

1. **Counselling Skills**
* Do you hold a minimum Level 3 certificate in counselling?
* If yes, how have you used your counselling skills in a professional setting to support others?

### **Supporting Information**

1. **Motivation**
* Why are you interested in this position, and how do your skills align with the job requirements?

**Please give the details of 2 referees, these will not be contacted unless an offer of employment is made and accepted**

If any particulars given by you in this application are found to be false or if you willfully omit or suppress any material facts, any offer of employment may be withdrawn. Alternatively, if you are appointed when the correct facts come to light you may be liable for dismissal.

Any person offered the position will be subject to an enhanced ACCESS NI disclosure check.

I declare that to the best of my knowledge and belief the information given on this form is correct.

SIGNED: DATE:

# Please return completed forms to:

**Crumlin Community Hub**

**28 Mill Road**

**Crumlin**

**BT29 4XL**

**Completed forms may be emailed to** **info@asafespacetobeme.co.uk**

**Closing date: Friday 11th April 2025 @ 1pm.**

# Forms received after this time will not be accepted

# Equal Opportunities Statement

# A Safe Space to be Me is committed to promoting equality and diversity in employment. We welcome applications from all individuals regardless of age, gender, disability, race, ethnicity, religion, political opinion, sexual orientation, marital status, or whether you have dependents.

# We operate a fair and transparent recruitment process and ensure that all applicants are assessed solely on their skills, qualifications, and experience relevant to the role.

# In compliance with the Fair Employment and Treatment (Northern Ireland) Order 1998, we may collect monitoring information to ensure our recruitment practices are inclusive and representative of the community. This information will be kept confidential and used only for statistical reporting purposes.

# If you require any reasonable adjustments to support you during the application or interview process, please contact us at info@asafespacetobeme.co.uk.

# All personal data provided in this application will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It will be used solely for recruitment purposes and will be kept confidential. Unsuccessful applications will be securely disposed of in line with our data retention policy.