



## Job Description

<b>Job title:</b>	Administration Officer – REF: 10/04/AO/01
<b>Accountable to:</b>	Director of Finance and IT
<b>Reporting to:</b>	Manager of Finance and IT
<b>Hours:</b>	18 hours per week (ideally spread across 4 days per week)
<b>Salary:</b>	£22,000 (pro-rata) + 7% non-contributory pension scheme (after qualifying period).
<b>Location:</b>	Orchardville, 144 – 152 Ravenhill Road, Belfast BT6 8ED (Role is Office based at address above but, travel to other Orchardville locations may be required)
<b>Holidays:</b>	25 days + 12 statutory days (pro-rata)
<b>Duration:</b>	Permanent (subject to funding)

### Main Purpose:

To support the administrative function (s) of Orchardville primarily focussed on;  
Maintenance of employee records, being the internal contact for recruitment/staffing changes and ensuring general administration related to our employees is up to date.

### MAIN RESPONSIBILITIES:

#### Administration

- **Recruitment Administration**
  - Creating and posting job vacancy adverts internally and externally via online job boards
  - Taking requests for and distributing application packs
  - Recording receipt and checking completion of all applications
  - Administration of recruitment procedures – interview invites, offer letters etc.
  - Archiving recruitment files in accordance with data retention policy
- **HR / Personnel Administration**
  - Creation, maintenance and archiving of personnel files
  - Help line managers and employees ensure organisational annual leave and sickness recording procedures are followed.
  - Record daily staff absences and collate quarterly reports on absence statistics.
  - Calculation of holiday accrual and administration of leave taken
  - Tracking probationary periods and creating probationary confirmation letters.
  - Maintaining and updating of employee personal details.
  - Ensuring all extra hours sheets are completed correctly and submitted on time.



## Finance and Other Administrative Services.

- Provide administrative support as required to meet the needs of the function and organisation.
- Ensure the processing and retention of information as required by legislation and / or the needs of the organisation including GDPR.
- Processing of staff expenses
- Ensuring procuring documents are kept up to date
- Document Filing

## Other

- The post holder is expected to be flexible and undertake other duties and additional tasks that may be required due to changing priorities or circumstances within reason and competence.

This job description may be subject to change in line with the changing needs and demands of the organisation.

## Personnel Specification

### Essential Criteria

- 4 GCSE's (Grade A\* - C) or equivalent including Maths and English

**or**

NVQ Level 2 Administration

**AND**

- Current full driving license, valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full.  
*N.B: Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license.*
- 2 years relevant experience working within an admin environment
- Proficient in the use of Microsoft Office applications including Word, Access, Excel etc.
- Proven ability to deliver results within agreed timescales
- Able to demonstrate flexibility within role
- Ability to use initiative and make decisions within remit
- Able to demonstrate good communication and organisational skills
- Proven track record of working within a team to achieve outcomes

**AND**

### Other Requirements

- The post-holder will be required to travel other Orchardville locations and to external stakeholder premises on a regular basis and therefore the successful candidate must have or be prepared to arrange "Business Use" car insurance to fulfil the duties of the role.
- The successful candidate will be required to undergo an Enhanced Access NI check, which will be funded by Orchardville.

### Desirable Criteria

- 'A' Level standard or education or above
- 1 year's experience of administrative duties in a voluntary / charitable organisation



NB: Criteria may be enhanced to assist short-listing.

<b>Required Behaviours</b>
Strong outcome focused approach with the self-motivation and confidence to succeed
Demonstrate good organisational skills, time-management skills and strong attention to detail
Demonstrate flexibility within role demands
Ability to use initiative and make decisions within remit
Ability to demonstrate good communication – including written and verbal communication skills.
Proven track record of working within a team to achieve outcomes
Confidentiality in all aspects of role
Demonstrate organisational values of Empowerment, Quality, User focused, Integrity, Passion <b>(EQUIP)</b>