**Job Title:** **Administrative Support **

**Hours:** 16 to 22.5 hours per week

**Location:** Magherafelt (town centre)

**Term:** Fixed Term (until 31st March 2026) Extension possible, subject to funding

**Salary:** £12.30 per hour

**Company Background**

Network Personnel was established in 1987 and is currently one of the top performing organisations in Northern Ireland in terms of back to work and employability initiatives.

As a result of continued growth, they wish to appoint suitably experienced and motivated ‘Administrative Support Worker’ for their Magherafelt Head office

**Job Purpose:**

To provide a high level of ‘front of house’ administrative support for our main employability and training projects, customers and stakeholders

**Core Duties and Responsibilities**

* Undertake duties associated with front of house/ reception and telephone swtichboard
* Provide high quality administrative support to include diary management, data entry and market research for a team of managers and direct project staff
* Provide direct support for project participants (addressing simple enquries, scanning documents, wordprocessing CVs etc)
* Provide support for meetings and training activities (setting up rooms, organising refreshements and providing basic IT support for trainees/participants)
* Manage calendars and bookings for rooms & facilities - Recording, monitoring and reporting all relevant information
* Assist with the management of and interaction within social media channels such as Facebook, Twitter, LinkedIn, YouTube, Google+ etc
* Ensure high levels of customer service are maintained through effective communication with colleagues, project participants and other stakeholders.e.g. attending team meetings, networking events
* Undertake CPD activities which enhance individual and organisational performance, maintaining/developing relevant skills to the highest professional standards
* Participate in team meetings and contribute to the achievement of overall business objectives
* Any other related duties as required by the business objectives
* Adhere to and uphold Network Personnel’s Code of Conduct, policies, procedures and values at all times includng Equal Opportunities, Health & Safety, Data Protection, Lone Working, Confidentiality etc. and provide these policies to clients.

**Applications Procedure**

To express your interest in this role, forward your C.V. (in word format only) with the attached Declaration Form, detailing how you meet the essential criteria to michelle.mcmullan@networkpersonnel.org.uk

**Closing Date for receipt of applications is 5pm Monday 5th May 2025**

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| **Administrative Support** Personal Specification |
|  |  | **How assessed** |
| **Qualifications** | **Essential*** Minimum of 5 GCSE / O Levels or equivalent (including Grades A-C, or equivalent, in English Language and Mathematics)
 | Declaration |
| **Experience** | **Desirable** * 1 years’ experience in a fast-paced administration support role including:
	+ Providing secretarial support e.g. correspondence, queries, taking minutes
	+ Maintaining calendars, office documents and filing systems
	+ Carrying out front or house/reception duties e.g. simple telephone switchboard/diary management, stock control, mail processing
* Experience in updating and responding to enquiries on social media channels for business purposes
* Maintaining computerised accounts/budgetary records

  | DeclarationCV CV |
| **Job related Knowledge** | **Essential** * Excellent knowledge and understanding of the workings of a busy reception/administration

environment* Excellent proficiency in Microsoft Office to include Word, Outlook, Excel and Power Point applications
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| **Skills and Competencies** | **Essential*** Excellent communication and interpersonal skills - oral and written, an excellent telephone manner is particularly important
* Organised and flexible with good time management skills and ability to multi-task and prioritise
* Capacity to work well under pressure with the ability to work independently or as part of a team
* Self-motivated with ability to use own initiative
* Ability to maintain confidentiality and adhere to data protection regulations
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| **Other requirements** | **Desirable** * Full UK driving license, access to a car and willingness to travel as appropriate for the post
 | Declaration |

***Candidates must demonstrate that they have met the essential criteria within the attached Declarion form. Incomplete applications shall not be accepted and failure to demonstrate that you meet the essential criteria will result in the application being unsuccessful at the shortlisting stage.***

We reserve the right to enhance the short listing criteria where and when this is deemed necessary.

All successful candidates are subject to the receipt of two satisfactory work related references.

*Network Personnel is part of the Workspace Group, a social enterprise based in Mid Ulster.*