

## INFORMATION PACK FOR CANDIDATES FOR THE WATERSIDE SHARED VILLAGE PROJECT Administrator

Dear Applicant,

Please find enclosed an application pack for the post of **Waterside Shared Village Project Administrator**, which contains the following items:

Section 1: Job Description  
Section 2: Personnel Specification  
Section 3: Application Form  
Section 4: Monitoring Form

### **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.
2. You must complete Section 3 accurately and return it by post by the date and time indicated below.
3. **It is your responsibility to ensure that sufficient information and examples, demonstrating your experience are provided to enable a short-listing panel to assess your suitability for this post.**
4. Applications, and attached sheets:
  - Applications must be completed legibly and returned on or before **12noon Monday 22<sup>nd</sup> January 2018** by post marked 'Confidential' to Waterside Neighbourhood Partnership to arrive before the closing date/time as stated.
  - Applications received after this deadline will not be considered.
  - Only information provided on the application form will be considered by the Short-listing panel – **CVs will not** be considered.
  - Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details. However, candidates should aim to be concise in completing the application form and should adhere to the word limit in each section.
5. It is the responsibility of the applicant to ensure that **Section 3** is fully and clearly completed and returned. Your Equal Opportunities Monitoring form (**Section 4**) must also be completed and returned in a sealed separate envelope.

## SECTION 1.

### WATERSIDE NEIGHBOURHOOD PARTNERSHIP

#### JOB DESCRIPTION

#### WATERSIDE SHARED VILLAGE PROJECT ADMINISTRATOR

**JOB TITLE:** Waterside Shared Village Project Administrator

**RESPONSIBLE TO:** Shared Village Project Manager

**CONTRACTED HOURS:** 16 Hours per week

**SALARY:** £18,113 pro Rata – NJC Scale 4 point 8

**DURATION:** Post funded until 31st December 2020

#### JOB PURPOSE

Waterside Shared Village is a partnership project based at the Interface of Irish Street and Top of the Hill. The post-holder will have the responsibility for providing administrative and financial reporting support to the Waterside Shared Village Project Manager and the Waterside Shared Village Project Board.

#### MAIN RESPONSIBILITIES

##### *Administration*

- 1.To answer the telephone in a welcoming, enthusiastic and sensitive manner
2. To carry out general administrative duties; which include producing letters, Recording outgoing mail, assist in producing reports.
- 3.To open and record all incoming correspondence and distribute to the relevant personnel or department
- 4.To develop and maintain an effective filing system, using computer systems where necessary Schedule all Project Board and Working Group meetings and take minutes
- 5.To ensure that the office and its equipment are properly maintained and kept securely
- 6.To process all ordering requisites pertaining to the day to day running of the Office
- 7.To help organise and contribute to public relations events and open days held by Waterside Shared Village
- 8.Administrative support in Monitoring and Evaluation reports for Peace IV project

## 9.Updating and maintain monitoring and attendance records for events delivered by the Shared Village Project

### *Financial*

- 1.To respond to and assist the Waterside Shared Village Manager with all financial matters, including managing the bank accounts in the most efficient and cost effective manner.
2. To administer and record all petty cash transactions
3. To process all bills for payment in accordance with the procedures and authorisation levels approved by the Waterside Neighbourhood Renewal Board
4. To keep accounting records in line with the income and expenditure of the organisation
5. To prepare and compile all necessary paperwork, receipts and records for yearly audit purpose

*The concept of team working means that a flexible approach to work areas is required from the post holder. The work areas identified above are not exhaustive - the post holder may therefore be required to carry out other duties as determined by the WNP Board of Directors.*

## SECTION 2 - PERSONNEL SPECIFICATION

***The personnel specification shows Essential Skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience and providing examples, whether at work or on a voluntary basis.***

### Essential Criteria

- 5 GCSE's or equivalent to include Maths and English Grade A – C
- A minimum of 3 years' experience of working in an office environment in a finance and administration role
- Previous experience of working on a funded project
- Experience of monitoring and evaluation processes of a funded project
- Be able to work under pressure / on own initiative with minimum supervision
- Able to demonstrate a good working knowledge of Microsoft Computer packages especially Microsoft Word and Microsoft Excel

### Desirable Criteria

- Willingness to work Flexible Hours
- Good Interpersonal Skills
- A good standard of Spoken and Written English
- Previous Experience of Working in a Community Development Organisation
- Have Ability to deal with visitors in a courteous and pleasant manner
- Ability to work as part of a team

## SECTION 3: EMPLOYMENT APPLICATION FORM

### Waterside Shared Village Project Administrator

- Please type or write clearly and legibly
- All information will be treated in confidence and will be used to assess your suitability for the job
- The short listing process will be based solely on an assessment of the strength and quality of the evidence provided in the candidate's application form. It is essential therefore, that applicants provide sufficient detail to demonstrate how and to what extent they meet the requirements.

#### The Vacancy:

Job Applied For: Waterside Shared Village Project Administrator

Surname: \_\_\_\_\_

Forename (s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home Tel. No: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email Address: \_\_\_\_\_

**EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)**

Name and Address of Employer and Nature of Business:	From:  To:	Job Title:  Job Function/ Responsibilities:

## ESSENTIAL CRITERIA

**NOTE:** When completing the Essential Criterion section below [as per the Personnel Specification Section A only] it is important that you tell us about your relevant skills, knowledge and experience to do the job.

**PLEASE GIVE EXAMPLES** to illustrate these, providing us with actual evidence, being as specific as possible.

### Criterion 1

**Evidence of 5 GCSE's or equivalent to include Maths and English Grade A - C**

Please demonstrate how you meet this criterion in no more than 200 words

### Criterion 2

**A minimum of 3 years' experience of working in an office environment in a Finance and Administration role**

Please demonstrate how you meet this criterion in no more than 200 words

### Criteria 3

**Previous experience of working on a Funded Project**

Please demonstrate how you meet this criteria in no more than 200 words

**Criteria 4****Experience of monitoring and evaluation of funded projects and the administrative support required**

Please demonstrate how you meet this criteria in no more than 200 words

**Criterion 5****Able to work under pressure to meet deadlines and use own initiative with minimum supervision**

Please demonstrate how you meet this criterion in no more than 200 words

**Criterion 6****Driving licence and car / or access to a form of transport which would enable you to fulfil the requirements of the post**

Please demonstrate how you meet this criteria

**DISABILITY DISCRIMINATION ACT 1995****SPECIAL REQUIREMENTS**

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview. This will help us to help you.

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## REFEREES:

Please give the details of two work related referees, including one from your current or most recent post. Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Email:	Email:
Nature of Relationship:	Nature of Relationship:

## VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intent of deceiving you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete the separate monitoring form enclosed and put in a sealed envelope along with your application**

Do you have the right to work in the UK? Yes / No

*Note: the organisation will require proof of this right before an offer of employment can be confirmed – e.g., Birth Certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996*

## CRIMINAL DECLARATION

The post for which you are applying is a **Regulated Activity Position** as defined by the **Safeguarding Vulnerable Groups (NI) Order 2007** and also **falls within the definition of an 'excepted' position** as provided by the **Rehabilitation of Offenders (Exceptions) Order (NI) 1979**. If you are short-listed for interview you will therefore be asked to provide details of **ALL** convictions including **SPENT** convictions which **MUST** be disclosed and will be subject to verification. Having a conviction will not necessarily debar your application from being considered.

*Thank you for taking the time to complete this application*

## Section 4: EQUAL OPPORTUNITIES MONITORING FORM

### Confidential

Reference no \_\_\_\_\_

### Monitoring Questionnaire

#### Guidance Notes:

Waterside Neighbourhood Partnership is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons.

Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies.

Secondly, we also monitor the *community background* and sex of our job applicants and employees in order to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.**

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

### Community Background:

Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

I am a member of the Protestant community:

☐

I am a member of the Roman Catholic community:

☐

I am not a member of either the Protestant or the  
Roman Catholic communities:

☐

*If you do not answer the above question, or if you tick the "not a member of either" box, we are encouraged to use the residuary method of making a determination as to your community background on the basis of the personal information supplied by you in your application form.*

### Sex:

Please indicate your sex by ticking the appropriate box below:

Male:

☐

Female:

☐

**Note: If you answer these questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.**

### Age:

Please state your date of birth: \_\_\_\_\_

## Racial Group

**Please state your country of birth:**

My country of birth is \_\_\_\_\_

**Please state your nationality:**

My nationality is \_\_\_\_\_

**Please indicate which of the following applies to you:**

White

☐

Chinese

☐

Irish Traveller

☐

Indian

☐

Pakistani

☐

Bangladeshi

☐

Black Caribbean

☐

Black African

☐

Black Other

☐

Mixed ethnic group (please state which):

\_\_\_\_\_

Any other ethnic group (please state which):

\_\_\_\_\_

## Disability:

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

## Do you consider that you are a disabled person?

Yes:

☐

No:

☐

**If you answered "yes", please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

Physical impairment, such as difficulty using your arms, or mobility issues requiring you to use a wheelchair or crutches:

☐

Sensory impairment, such as being blind or having a serious visual impairment, or being deaf or having a serious hearing impairment:

☐

Mental health condition, such as depression or schizophrenia:

☐

### **Learning disability or difficulty, such as**

Down's Syndrome or dyslexia, or Cognitive impairment, such as autistic spectrum disorder:

☐

### **Long-standing or progressive illness or health condition,**

such as cancer, HIV infection, diabetes, epilepsy or chronic heart disease:

☐

Other (please specify ) \_\_\_\_\_

☐

### Sexual Orientation:

Please indicate your sexual orientation by ticking the appropriate box below:

My Sexual Orientation is:

I am straight:

☐

I am gay or lesbian:

☐

I am bisexual:

☐

### Marital Status/Civil Partnership Status:

Please indicate whether you are married or in a civil partnership by ticking the appropriate box below:

Are you married or in a civil partnership?

Yes:

☐

No:

☐

### Dependants / Caring Responsibilities:

Do you have dependants, or caring responsibilities for family members or other persons?

Yes:

☐

No:

☐

**If you answered "yes", are your dependants or the people you look after?**

(Please tick the appropriate box or boxes):

A child or children:

☐

A disabled person or persons:

☐

An elderly person or persons:

☐

Other:

☐

If other", please specify :

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Please post your completed application form to:

It is your responsibility to ensure that your application has been received by at latest:

**12noon Monday 22<sup>nd</sup> January 2018**

Monitoring forms should be fully completed and placed in a sealed envelope along with your application.

- Late applications will not be considered
- Applications that are not fully completed will not be considered
- CVs will not be considered

Queries:

If you have any queries, please contact

Alison Wallace  
Strategy Manager  
Waterside Neighbourhood Partnership  
Tel: 02871342959  
Email: [martina.wnpsv@outlook.com](mailto:martina.wnpsv@outlook.com)



## **SECTION 5.**

### **Waterside Shared Village**

#### AIMS

1. To encourage, increase and normalise the movement of people between Irish Street and Top of the Hill.
2. To deliver programmes that encourage sustained contact and build lasting relationship between residents in Irish Street and Top of the Hill

#### TARGET NUMBER OF PARTICIPANTS

460 UNIQUE BENEFICIARIES

48% CNR, 48% PUL 4% BME

#### PROGRAMME CONTENT

Sports Programme including basketball and football

Early Years Programme including 2-year-old programme, after-schools programme, summer scheme

Post Primary Programme including after-schools programme, off the streets and summer scheme

Festivals

Cross Border