

## Candidate Information Booklet

Development and Administration Officer

Closing date for applications:  
1.00 pm, Thursday 12 August 2021

# 1. Job Description

<b>Job Title:</b>	Development and Administration Officer (Maternity Cover)
<b>Organisation:</b>	The Castle Hill Foundation
<b>Location:</b>	31 Castle Street, Portadown, BT62 1BA
<b>Salary:</b>	£27,002.07 pro rata until 10 June 2022
<b>Hours:</b>	37.5 hours per week
<b>Duration</b>	06 September 2021 until 10 June 2022 (but may be extended to 12 months)
<b>Reports to:</b>	Board of Directors

## **Background:**

The Castlehill Foundation (Ltd) was established to positively contribute to the health and social care of victims/survivors/carers and their families. The Castlehill Foundation provides support services to victims and survivors of terrorism in the Craigavon and Dungannon areas.

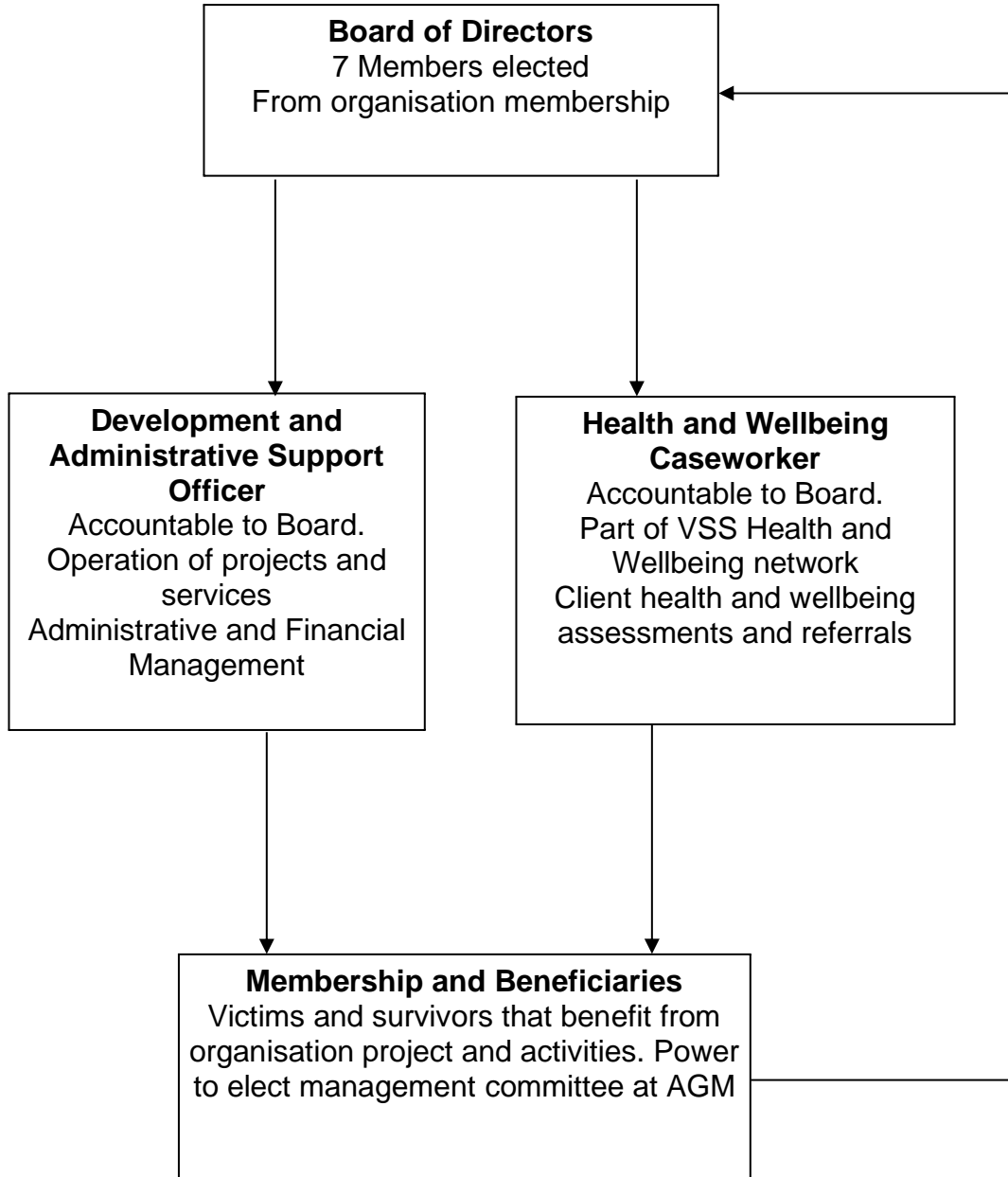
## **Purpose of Organisation:**

- To address legacy issues of social division, such as sectarianism and cultural diversity by establishing clearly the commonality of suffering across communities and the futility of social conflict;
- To acknowledge and address an established need of victims traumatised by terrorist conflict and still displaying divisive and negative consequences of the troubles in the specified catchment area;
- To bring relief to persons in Craigavon and Dungannon areas who are suffering hardship, sickness or distress as a result of the conflict related incidents in Northern Ireland;
- To advance the education of the wider community in Craigavon and Dungannon areas and elsewhere in the effects of the conflict and especially the effects of the conflict on second and third generation victims

## **Purpose of the Role**

- Maternity cover for Development and Administration Officer
- Promotion and implementation of a schedule of educational programmes and support services identified through victims/survivors needs assessment;
- Regular service review and client monitoring and evaluation to ensure effective and efficient service uptake and delivery;
- Regular policy and procedures review to ensure best practice and compliance with service standards delivery practices;
- Management of finances and resources for successful project delivery;
- The continual progression of a professional organisation with a permanent and sustainable support centre of excellence, through the provision of financial, educational, economic, social and psychological assistance with the aim of helping innocent victims/survivors, carers and their families cope with the effects that decades of violence have had and to ensure future generations do not repeat it.

## 2. Organisational Structure



# 3. Responsibilities

## **Key Element: Personal Support and Interaction with Victims and Survivors**

- To provide a first point of contact for victims seeking support and services;
- To direct and refer to appropriate services dependent upon individual need;
- To interact with victims and address all concerns and issues respectfully and appropriately;
- To provide assistance to clients for the completion of individual needs review.

## **Key Element: Procurement and Delivery of Services**

- To procure services in line with policy and procedures;
- To arrange services in line with work plan and specified targets;
- To enable fair and equitable participation of beneficiaries in suitable service activities;
- To delivery service schedule on time and to a suitable level of quality.

## **Key Element: Management of Finances and Resources**

- Manage the day to day running of the Finance Function through the use of appropriate systems, processes, policies, procedures and practices to meet the needs of the business;
- Ensure the appropriate financial procedures, controls and structures are in place for the effective, efficient and economic management of public funding and monitor their outputs and outcomes;
- Ensure that good governance and effective controls are in place and maintain a strategy for the management of risk;
- To contribute to the planning, agreement and monitoring of financial targets.

## **Key Element: Monitoring and Evaluation of Beneficiaries**

- To monitor beneficiary data including service uptake, outputs and outcomes, and beneficiary details including compliance with Victims and Survivors Order 2006;
- To implement monitoring and evaluation tools as required by the Victim and Survivor Service;
- To complete monitoring and evaluation documentation and returns in line with specified requirements.

**Key Element: Organisational Development**

- To engage in processes and activities to further the stated objectives of the organisation;
- To build relationships with statutory agencies, funding bodies and other service providers to develop referral services, networking and developmental opportunities;
- To construct and implement programmes and opportunities to advance the financial and resource capacity of the organisation.

# 4. Role Competencies

## Essential Criteria:

- Third level qualification (degree);
- Experience in a similar role;
- Full clean driving licence and access to a vehicle. This will be waived in the case of an applicant whose disability prohibits driving but who is able to propose suitable alternative arrangements.

## Further short listing (desirable) criteria:

- Degree relevant to nature of work;
- Experience in delivery of support services for victims of terrorism;
- Experience in managing budgets and resources;
- Experience in monitoring and evaluation;

## Person Specification - Behavioural Competencies:

- Interaction with beneficiaries, external agencies and the public

Developing, maintaining and enhancing effective working relationships with a wide range of external contacts which will include members of the public, the statutory and voluntary/community sector, colleagues and other appropriate stakeholders. The post holder must possess excellent people management, influencing and negotiation skills.

- Planning and Organising

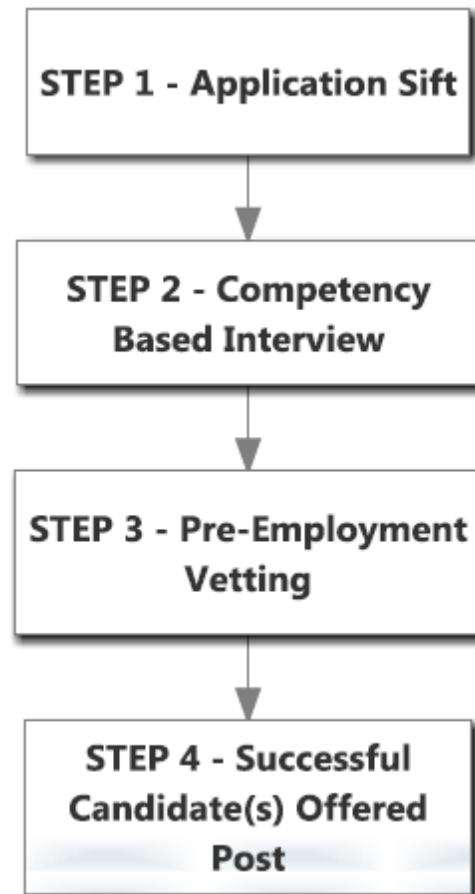
The planning and organising of work to ensure the most effective use of available time and resources. Obtaining and organising information and resources to support work activities in line with policies and procedures. Working to tight deadlines and have the ability to work under pressure. Attention to detail and accuracy with figures are essential.

- Information and Communication

Communicate effectively both orally and in writing. Has the ability to receive, process and gather relevant information and to communicate information and advice in a manner that is understood, is timely and is tailored to the needs of the recipient. The post-holder requires strong IT skills and competence in the use of all aspects of Microsoft Office.

## 5. Application Process

Following deadline for receipt of applications the selection process will continue as follows:





## 6. Guidance for Making Your Application

Application should consist of a completed application form together with a CV and the completed monitoring form.

### Application Submission

Completed applications can be submitted by:

- Posted or hand delivered to Castle Hill Foundation, 31 Castle Street, Portadown BT62 1BA; or
- Emailed to [castlehillfoundation@outlook.com](mailto:castlehillfoundation@outlook.com).

Deadline: 1.00 pm, Thursday 12 August 2021

We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.

Applicants using Royal Mail should note that 1<sup>st</sup> class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to meet the required deadline.

Should you have any queries please contact [castlehillfoundation@outlook.com](mailto:castlehillfoundation@outlook.com).

### Interview Guidance for Applicants

Final dates for interview have not been scheduled but will take place during the week commencing 16 August 2021.

At the interview, the selection panel will assess candidates against the behavioural competences, qualifications and experience for the post.

### Further Appointments from this Application

Where a further position in the Organisation is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The reserve list resulting from this competition will be valid for a period of up to one year.

### Disability Requirements

If reasonable adjustments are required by candidates on account of disability the organisation will make every effort reasonable to accommodate such.

## **Vetting Procedures**

For vetting procedures candidates will be required to produce the following for interview:

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Passport;

**OR**

Document verifying your permanent National Insurance number (e.g.P45, P60 or National Insurance card); **AND**

Birth certificate which includes the names of your parents (long version);

**PLUS**

Specimen signature;

Proof of qualifications (original certificates);

2 satisfactory references (References will not be sought until after the final stage of the assessment process);