



Job Description

Job Title:	Administration Officer – Closing Date 03 June 2022
Duration:	Fixed Term Contract (30 June 2022. May be extended on additional funding being available.
Key Function:	To provide administrative, reception and participant support at Kilcooley Women's Centre and to assist the day to day operational of the project departments. To promote active citizenship, education and life long learning in the local area
Responsible to:	Line Manager, CEO and Board of KWC
Location:	Kilcooley Women's Centre and outreach centres
Hours per week:	35 hours per week
Salary:	NJC Scale 3 - 4

PERSONNEL SPECIFICATION

Essential Criteria

It is essential that candidates possess the following:

Experience / Educational Attainments/Competencies:

1. GCSE Maths & English Language at grade C or above (or recognized equivalent)
2. Excellent Microsoft Office Skills – including Word, Excel & Powerpoint (may be tested at interview)
3. Excellent people skills, verbal and written communication skills.
4. Flexible, adaptable, enthusiastic, emotional resilience, ability to work under pressure
5. Ability to demonstrate proven analytical, oral, written, communication & team skills
6. Self starter, ability to work on own initiative to deadlines with minimal supervision
7. Awareness of issues facing participants and those with no or low educational achievement (including young people, older people, unemployed and those not in education, employment or training).

Desirable Criteria:

- A. 5 GCSEs including Maths & English Language at grade C or above (or recognized equivalent)
- B. ECDL or equivalent qualification with experience in data entry
- C. Knowledge of community education courses / programmes
- D. Knowledge and understanding of the women and family sector in NI
- E. Experience of working within a community development setting
- F. Business Admin qualification

Note: KWC reserves the right to enhance criteria if required to do so.

Job Activity (rolling review)

- To provide initial and ongoing administrative support and frontline reception service for users of KWC including Social Media platforms and Website.
- To provide typing, data input, filing, photocopying, financial claim preparation
- Procurement and value for money checks
- Provide participant support as directed
- Student registration, enrolment day and assisting events management
- To work in conjunction with all other staff to provide administration on a range of projects
- Assist maintain and review personal achievement plans for participants. Track participant from entry to exit, mapping impact and results (follow up 6 month exit)
- To maintain updated and accurate record keeping, monitoring and evaluation via platforms such as Basecamp, Dropbox, Social Impact Database (SID) and other internal monitoring tools
- Assist in preparing presentations for other educational institutions in order to promote the project and the centre as support service
- Prepare timetables, leaflets, newsletters where required. Prepare and set up rooms for training activity. Track participant achievement and monitor impact via evaluation tools
- Work with multiple centre projects & other stakeholders to meet participants needs (signposting)
- Participate in staff development and CPD activity as required.

The role profile is an accurate reflection of the job at the time of review. As with any position, the role may be subject to change to meet the needs of the organization and the needs of the post. All prospective changes will be discussed with the post holder as part of the organizational performance management arrangements. The role has functional flexibility and the post holder will be required to work in other areas of the organization as directed. The position may give the post holder access to children and/or young people due to the business location. Therefore, it will be subject to disclosure background checks of any criminal convictions including spent, bind over orders and cautions in accordance with the NI Access NI Vetting and Barring Scheme and our organizational 'Children and Vulnerable Adults' Protection Policy and Procedure. An Access NI check will be carried out prior to any confirmation of employment.

By applying for this position, you are in agreement for the organization to carry out this necessary background check.