

Foreword from the Chief Executive Officer

Dear Applicant

Thank you for your interest in applying for a position with Kilcooley Women's Centre (KWC). This application pack provides you with some information you may find useful, along with an application form and details about this newly created post.

KWC was established over 25 years ago and continues to grow throughout the North Down and Ards area. We are forward thinking, innovative and strategic with a strong focus on women and families. We are continually looking at ways to expand and enhance the services we provide; hence the requirement for an **ADMINISTRATOR (FT)** to join our highly focused and motivated team who are committed to delivering an exceptionally high standard of service.

If you have the skills, qualifications, experience and commitment that meet the requirements of this post, we would welcome your application.

Yours Sincerely

Alison Blayney
Chief Executive Officer

Guidance notes on submitting your application for this role

Applicants need to provide the necessary information to demonstrate how they meet the requirements of the role against the specified criteria. KWC will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.

- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the interview panel will be interested in should you be shortlisted.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be tested at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your specific role the panel are interested in, not that of your team or organisation.
- You should ensure that you provide sufficient detail in your evidence of all relevant experience in your application form, giving length of experience and appropriate dates as required to meet the criteria.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.

Equal Opportunities

- Kilcooley Women's Centre is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Application Process

- The deadline for completed applications is **03 JUNE 2022**
- Applications received after the closing date will not be accepted.

Contact Details

- If you have any queries regarding the recruitment process, please contact HR Department by email (hr@kilcooleywomenscentre.co.uk) or telephone (02891 478292)
- You should also complete and return the enclosed monitoring form along with your application marked for the attention of HR Section.
- CVs in addition to or an alternative to the KWC application form will not be accepted.

Disability

In accordance with the Disability Discrimination Act a person is disabled they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities". If you consider yourself to have a disability relevant to the position for which you are applying please contact Human Resources (hr@kilcooleywomenscentre.co.uk) so that your application can be processed fairly; make any specific arrangements for your interview; and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

Kilcooley Women's Centre Staff Reward Statement

LEARNING AND DEVELOPMENT

- Comprehensive In-House Training Courses and External Development Opportunities specific to the role;
- Life-long learning and development opportunities;
- Comprehensive Induction Programme on joining;
- One-to-One Coaching & Mentoring;
- and Teambuilding events

WORK LIFE BALANCE

- 25 days' annual leave and 11 annual statutory days (pro-rata);
- Fixed closures during July and Christmas holidays;
- Time Off in Lieu (TOIL) in compensation of additional hours worked;
- Family Friendly Policies;
- People Friendly Policies;

SOCIAL, PHYSICAL AND MENTAL HEALTH WELLBEING

- Subsidized daycare 7.30am – 5.30pm (as childcare vacancies allow);
- External Occupational Health Service and Welfare Services;
- Financial/Advice Support

FINANCIAL REWARD AND RECOGNITION

- Sector Competitive Salaries;
- Opportunity to progress within the organization;
- 5% Contributory Pension Scheme
- Celebration of Individual and Team Success;
- Mileage Allowance at the Prevailing HMRC Rate;
- Free onsite Parking

APPLICATION FORM – ADMINISTRATOR FULL TIME

Information for Candidates – Please read before completing application form

- Please complete all sections of the form fully, either writing in block capitals, or in typescript font size 12.
- You should use this form to highlight relevant and appropriate experience, in accordance with the required essential & desirable criteria outlined in the Person Specification.
- Please return the completed application form to: **UNIT 65 ENTERPRISE HOUSE, 2-4 BALLOO AVENUE, BANGOR BT19 7QT** or alternatively email hr@kilcooleywomenscentre.co.uk by no later than **03 JUNE 2022**.
- Please ensure that you return the Monitoring Form in a sealed envelope, and not attached to your completed application form marked for the attention of 'The Monitoring Officer'

Failure to comply with the above instructions may render your application form invalid.

Section 1 Personal Details

	PLEASE TYPE / WRITE YOUR ANSWERS BELOW
First Name (s)	
Surname	
Address (inc. Postcode)	
Telephone Numbers:	Home:
	Mobile:
Email address:	
National Insurance Number:	

Section 2 Education and Training

Please use this section to provide details of your education history, any qualifications attained, membership of any relevant professional bodies, and any additional training which you feel is relevant to support your application. Please note that proof of qualifications and/or membership of professional bodies will need to be produced at interview should you be invited.

General and Further Education subjects studied: <i>(e.g. GCSE / O Level / A Level / Degrees / Diplomas)</i>	Qualifications, Results and Year Obtained:

Please give details of any training courses attended, which are relevant to your application.

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Section 3 Employment History

Please give details of all the jobs you have held, including an explanation of any periods when you were unavailable for work, or were undertaking voluntary work. Please start with your current or most recent employer.

Your current (or most recent) employment

Employer	Position held	Main duties and responsibilities	Dates of employment
			Annual salary & benefits
			Period of Notice Required
			Reason for Leaving

Your previous employment & experience

*(Please outline your employment history by listing **in order**, starting with the most recent, all previous positions held **within the last 5 years**, including voluntary work, apprenticeships and periods of unemployment).*

Employer	Position held	Main duties and responsibilities	Dates of employment and reason(s) for leaving the post

Section 4 **Meeting the Person Specification Criteria**

Please use this section to provide clear, concise, and demonstrable evidence of how you meet the essential and desirable criteria. This section will be used for shortlisting purposes, and it is therefore essential that you complete this section fully and thoroughly.

1. Qualifications – GCSE Maths & English Language at grade C or above (or recognized equivalent)

2. Excellent people skills, verbal and written communication skills

3. *Exp* Self starter, ability to work on own initiative to deadlines with minimal supervision

A large, empty rectangular box with a thin black border, intended for the respondent to provide details or examples related to the skill described in the text above.

4. *Experience in administration*, word processing, data input, filing, photocopying

A large, empty rectangular box with a thin black border, intended for the respondent to provide details or examples related to the skill described in the text above.

5. *Flexibility* adaptable, enthusiastic, emotional resilience, ability to work under pressure

A large, empty rectangular box with a thin black border, intended for the respondent to provide details or examples related to the skill described in the text above.

Desirable criteria

Kilcooley Women’s Centre reserves the right to apply the desirable criteria as necessary.
Please state how you meet the desirable criteria as noted within the Personal Specification (as applicable)

Section 5 Additional Information in Support of Your Application

Please provide detail of any further information which you feel is relevant to your application.

Section 6 Other Information

Disability Discrimination Act

A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.” (*Disability Discrimination Act 1995*)

Do you, in accordance with the above, have a disability?

Yes No

If yes, please state nature of disability: _____

Do you require any special arrangements to be made to support and assist you if called for interview?

Section 7 Referees

Please state the names and addresses of two referees of whom confidential enquiries will be made as to your skills, experience and work performance. (Both should be familiar with your work, and at least one should be your present or most recent employer. Neither referee should be a relative.)

	<u>Referee 1</u>	<u>Referee 2</u>		
Name:				
Relationship to you:				
Position held:				
Company Name and Address (including postcode)				
Telephone No:				
Email Address:				
May we contact this person prior to interview?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No	<input type="checkbox"/>	No

Please provide dates of any pre booked appointments or holiday arrangements which the Organisation needs to be aware of in respect of your availability?

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Section 8 Declaration and Signature

Data Protection

I understand that the data contained in this application form and the “sensitive personal data” on the monitoring form will be retained on file and may be processed by the Company for use in connection with this application for employment, any subsequent employment with the Company, or to comply with any requirement of statutory legislation in order for the Company to comply with its legal obligations, and I hereby agree to any such processing by the Company. The Company agrees to ensure that I am safeguarded against the possible misuse of any personal information about me that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection legislation and will be on a “need to know” basis only.

Declaration

- I confirm that, to the best of my knowledge and belief, the information I have provided is true and complete. I understand that my application, any job offer made, and any subsequent employment with the Company may be withdrawn if I withhold relevant details or give false information.
- I understand that my application, any job offer made, and any subsequent employment with the Company may be withdrawn in the event of unsatisfactory references.

Signed: _____ **Date:** _____

**Print
Name:** _____

*Kilcooley Women’s Centre is an equal opportunities employer
We therefore welcome applications from all sections of the community*