

Finance & Services Administrator

**INFORMATION PACK**

**September 2024**

**JOB REF: FSA/24**



Reach: Involve: Enjoy: Achieve

**Thank you for your interest in the post of Finance & Services Administrator**

The information within this application pack is designed to give applicants a fuller picture of the post and a brief description of **Boys & Girls Clubs NI.**

After reading through the pack, we hope that you will be interested in applying for the post and ask that you complete the application below along with the accompanying formsto: [**Post@boysandgirlsclubs.net**](mailto:Post@boysandgirlsclubs.net)

Applications should be identified in the email subject area as a Job Application with Reference No. All applications received by the closing time will be acknowledged.  OR post to:

|  |
| --- |
| The Monitoring Officer  Boys & Girls Clubs  22 Stockmans Way, Belfast  BT9 7JU |

Applicants will be informed by email if they have been shortlisted or not for interview.

It is anticipated that interviews will take place on **Mid October**

**You will find the following enclosed within this pack:**

1. **General Information and Appointment Notes**
2. **Pre-employment checks**
3. **Job Specification, Job Description and Person Specification**
4. **Application form**
5. **Equality of Opportunity Monitoring Questionnaire & Disclosure of Criminal Convictions Form (also available to download separately in Word format)**

**1. GENERAL INFORMATION AND APPOINTMENT NOTES:**

**Finance & Services Administrator**

The following outlines basic information about working terms and conditions. Full terms and conditions will be detailed in a Contract of Employment, which will be provided to the successful candidate.

* **Location**

The Post Holder will work from our Belfast Office.

 **Hours of Work**

This is a part-time post of 30hrs per/wk

* **Length of contract**

The role requires an immediate start with a probationary period of 6 months with the possibility of extension until December 2027. The successful candidate will be issued with a detailed Contract of Employment within 4 weeks from the date of commencing work.

* **Benefits**
* **Salary:£30,000- £33000 per annum ( Pro Rata)** (Candidates will start at the lower rate)

* **Annual Leave, Public & Privilege Holidays:**The leave entitlement is 20 days Annual Leave, plus 10 days Public Holidays (calculated pro-rata for part-time employees). The leave-year runs from 1st January to 31st December.
* Access to Private Health Care scheme
* Flexible working conditions
* Pension

 **Probationary Period -** There will be a probationary period of 6 months.

 **Smoking Policy & Role Modelling**

Boys & Girls Clubs operates a strict non-smoking policy which also applies to the use of e-cigarettes. All Services, staff and volunteers, are prohibited from smoking in Boys & Girls Clubs' premises, during all activities and events and at any time in the presence of children and young people. Staff and volunteers provide positive role modelling to the children and young people with whom we work and therefore any personal behaviour inconsistent with our health promotion standards is not permitted.

 **Equality of Opportunity**

Boys & Girls Clubs is committed to equality of opportunity in employment and welcomes applications from all suitably qualified persons, irrespective of religious belief, gender, physical ability, race, political opinion, age, marital status, sexual orientation or whether they have dependants. All applicants for employment will be considered based on merit.

To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore, we require all job applicants to complete and return a Monitoring Questionnaire. Services involved in either the short-listing or interview selection processes will not see its contents. However, if you do not complete this questionnaire, and return it with your completed and signed Application Form, we will not be able to process your application to the next stage of selection.

**Child Protection (Safeguarding)**

In compliance with Child Protection legislation the preferred candidate must agree to an Access NI managed Police check.

**2. PRE-EMPLOYMENT CHECKS**

**Introduction**

To safeguard children and young people who participate in our organisation, Boys & Girls Clubs will carry out appropriate pre-employment checks as part of our staff and volunteer recruitment and selection process to enable us to make informed recruitment decisions. This information sheet gives a brief outline of the process and further information can be obtained from our Designated Child Protection Officer.

**Pre-employment Checks**

After interview we will ask potential staff member/s for their consent to a Disclosure check which will be carried out by Access NI.

**What is Disclosure?**

A Disclosure is a document containing information held by the police and government departments and will assist us in making safer recruitment decisions. There are three levels of disclosure: Enhanced, Standard and Basic and we will carry out Enhanced Disclosure Checks on all potential youth work staff and volunteers after the interview process has been completed.

Disclosures will provide details of a person’s criminal record including convictions, cautions, reprimands, and warnings held on the Police National Computer (PNC). It will also provide details from lists held by government departments and information held by local police services.

A copy of the Disclosure document will be sent directly to the candidate who will then need to show it to Boys & Girls Clubs designated Child Protection Officer.

Please note that you do not have to consent to these checks being carried out. However, if consent is withheld, we will have to withdraw any offer of employment.

With some exceptions having a criminal record will not necessarily prevent an individual from working at Boys & Girls Clubs (see enclosed Statement of Non-Discrimination). This will depend on the nature of the position sought and the circumstances and background of the offence/s. Boys & Girls Clubs has a written policy on the **Recruitment of Ex-Offenders** which is available on request.

**Proof of identification**

To process the Disclosure check, Boys & Girls Clubs is required to confirm the identity of any potential youth work volunteers and members of staff. For this reason, we will request documentation as evidence of identity. Boys & Girls Clubs will provide a list of the acceptable documents required.

**\*\* Please note that any information supplied will be treated in confidence and in accordance with the Data Protection Act and the Access NI Code of Practice (**[**available here**](http://www.nidirect.gov.uk/publications/accessni-code-practice)**). Boys & Girls Privacy Policy is available on request and accessible on our website. The policy on the Safe Handling, Storage and Retention of Disclosure Information is available on request.**

**3. Job SPECIFICATION, JOB Description & PERSON SPECIFICATION**

1. **INTRODUCTION**

1.1 The Application form must clearly demonstrate the qualifications, experience and skills sought, and must be returned to Boys & Girls Clubs before **Friday 4th October at 12 noon**

1.2It is anticipated that interviews will be held **in Mid October**

**2.0 BACKGROUND**

2.1 Boys & Girls Clubs is a Regional Voluntary Youth Organisation and leading youth work charity that has played a pivotal role in the Northern Ireland Youth Service since 1940. We support an extensive network of local youth organisations and aim to provide young people with positive opportunities that will enhance their personal growth to adulthood. The organisation seeks to enable young people to get involved in a wide range of sporting, recreational, lifestyle and educational activities. It creates opportunities for the wider social participation of young people to facilitate their personal and social education and to benefit their health and well-being.

Each year the charity works directly with around 2500 young people and indirectly with 40,000 stakeholders. It aims to inspire young people and youth organisations to be their best in the pursuit of shared goals and to make a real difference in their community.

Boys & Girls Clubs provides educational enrichment opportunities to young people through a network and membership of 150+ affiliated youth organisations located across Northern Ireland. It provides this membership with a wide range of support services and activities including infrastructure support, governance, workforce development and information & guidance. A 12-person Board of trustees, representative of the wider membership, oversees the management of the Organisation.

**3.0 LOCATION**

The main offices of Boys & Girls Clubs

**4.0 DUTIES AND RESPONSIBILITIES**

4.1 This is an exciting time for Boys & Girls Clubs with innovative new projects and the expansion and development of our core services.

We are now looking for a Finance and Services administrator that will provide a solid backbone to the organisation for all our financial and Services aspects. Working closely with our Chief Executive , Director of Finance & Services and other key staff, they will join a friendly and dynamic team at the cutting-edge of thinking and practice in supporting and measuring service user change.

4.2 This post is initially until March with the high possibility of a being made a permanent position. This post would only suit an individual who is highly motivated and can work on their own initiative. Induction and training are the priority to fully support the successful candidate.

**4.3 PURPOSE OF THE JOB**

The Finance & Services Administrator will carry out the following tasks to achieve the defined outcomes:

**Finance**

* Finance processes are accurate and up to date and tasks are completed on time and processed through the Boys & Girls Clubs accounting systems
* Management of project and programme budgets
* Staff receive their salaries, pension contributions and other payments correctly and on time.
* Communication and interactions with colleagues, the Directors and external parties (such as the bank, HMRC and payroll providers, funders and all stakeholders ) is timely and clear and aimed at making finance operations run smoothly.

**Services**

* Assist the team with recruitment administrative tasks, including job advertising and providing a point of contact for candidates
* Payroll coordination
* Policies & procedures: ensuring all documentation is up to date, in conjunction with the Director of Finance & Services.

**JOB DESCRIPTION - KEY RESPONSIBILITIES**

**The Finance & Services Administrator will:**

* Report to the Director of Finance with accurate financial information, and financial forecasts.
* To work with the project coordinator and manager to ensure that all evidence generated, and administrative tasks associated with the work of Boys & Girls Clubs are collated and stored on our Salesforce system for reporting.
* Manage cash flow and monitor spending, recommending ways to reduce costs and ensure all financial transactions are properly recorded, filed, and reported.
* To ensure that all financial reports are compiled in an accurate and timely fashion for quarterly reporting. This will be double checked with the Director of Finance.
* Implement and maintain high-quality financial controls and reporting systems, ensuring continuous improvement through modern, fresh, and forward-thinking.
* Develop budgets and financial plans for the charity based on research and data reports.
* To check financial claims from staff regarding milage.
* To oversee the procurement processes associated with the project and double check bank details with each supplier.
* Liaise with banking institutions and funders.
* Ensure full compliance with codes of conduct, legislative requirements, and emerging issue
* Provide administrative support for Services matters - policies and procedures to employees - Manage social media- Support in maintaining accurate employee records and documentation - Assist in coordinating recruitment activities such as scheduling interviews and candidate communication

As Boys & Girls Clubs is a growing organisation, the detail of your daily tasks will inevitably change over time. Please note that while all efforts are made to include the main responsibilities, you may, from time to time be required to undertake activities of a similar nature that fall within your capabilities as directed by the management.

**5.0 PERSON SPECIFICATION**

**5.1** **Eligibility Criteria**

**(i).** Education experience**:**

A minimum of 3rd level education in finance or a related subject.

**(ii)**. Experience & Knowledge**:**

* A minimum of 3 years’ experience, gained within the past 10 years, in a financial environment within the public, private, voluntary or community sectors.
* Excellent technical skills with experience using financial accounting systems and extensive experience using excel spreadsheets.
* Experience collating and analysing large volumes of financial data.
* Cash-flow management/ budgeting experience.
* Experience preparing financial reports, including both quantitative and qualitative analysis.
* Processing payments and reconciling control accounts.
* Experience of managing a portfolio of public funds

(iii) Desirable Criteria and Qualifications. These will be used for shortlisting purposes in the event of a large number of applicants.

* Qualifications. A recognised accountancy qualification with a professional body or working towards accountancy qualification or a third level qualification.
* Experience. Experience working with EU Structural Funds and an understanding of their implementation

**5.2** **Short listing Criteria**

After eligibility sift, should it become necessary to short-list candidates to go forward for interview, the following short-listing criteria will be applied:

The eligibility criteria at section 5.1, one at a time and in the order listed (i.e., 5.1 (I) to 5.1 (III) incrementally increased - to two years’ experience gained within the last three years and so forth).

**Please Note:**

**Only those applicants, who appear, from the available information as provided, to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in your application how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained.** **Submitted forms that do not provide the necessary detailed information in relation to each of the stated criteria will be** **rejected.**

**Please submit the application form alongside Equality of Opportunity Monitoring Questionnaire & Disclosure of Criminal Convictions Form to** [**post@boysandgirlsclubs.net**](mailto:post@boysandgirlsclubs.net)

**4. Finance & Services Administrator Application form**

All questions should be answered and the Application Form MUST be signed before it can be considered.

Completed applications must arrive no later than

**12 noon on Friday 4th October 2024**

LATE APPLICATIONS CANNOT BE ACCEPTED

**IN CONFIDENCE**

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| --- |
| For office use only: Applicant No. \_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Personal Details**  Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_  Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Email Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you hold a current full UK driving licence? Yes / No (underline)    Are you a car owner or do you have access to a form of transport which will enable you to carry out the duties of this post in full? Yes / No (underline)  How did you learn about this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Your Qualifications**

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| --- | --- | --- |
| **Type of Exam**  (GCSE, NVQ, A Level, BTEC, Degree, Post-Graduate etc) | **Subject** | **Grade** |
|  |  |  |

**Are you currently employed? Yes / No** **(please underline your response).**

Current Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Work (**Start with present or most recent job)

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| --- | --- | --- | --- |
| **Name & Address of Employer** | **Salary & Dates Employed** | **Type of Job** (give brief description of duties) | **Reason for Leaving** |
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[Please attach an additional sheet if required]

**Short- listing Criteria**

Boys & Girls Clubs may decide to shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability. It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the ‘Eligibility Criteria’ and possible ‘Short-listing Criteria’ as indicated in the Person Specification.

**Answer all questions in the spaces provided; additional sheets will not be included.**

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| 1. Provide evidence of experience in a finance or accounting role and your experience of any accounting software and proficiency in Office Software , particularly Microsoft Excel: Please list your proficiency level with Microsoft Office Suite including Microsoft Excel and give examples of how you have utilised these tools in your previous roles.(Max. 300 words)?   ii. Your experience of developing and maintaining effective budgets and experience of producing financial reports and preparing annual and project budgets. How would you manage this (Max. 300 words)? |

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| 1. Experience of bookkeeping/invoicing/administering BACS payments and ensuring confidentiality of information.***(Max. 300 words)?*** |

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| iv. Evidence of any tasks associated with employee records and documentation eg Support in maintaining accurate employee records and documentation, recruitment , HR policies & procedures. (***Max. 300 words)*** |

**Declaration of Criminal Convictions and Monitoring Questionnaire**

Is there any reason why you cannot work with children or young people? **Yes / No** (please underline your response).

In compliance with our policy and current legislation, applicants must fully complete the attached forms and return in a separate sealed envelope:

[1] Declaration of Criminal Convictions

[2] Monitoring Questionnaire - Equality of Opportunity

**Reference**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

|  |  |
| --- | --- |
| **First Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Second Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Declaration**

I declare that the information provided in this Application Form is, to the best of my knowledge,

True and complete.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ / \_ \_ / \_ \_ \_ \_

**4b. DISCLOSURE OF CRIMINAL CONVICTION**

Please read this information carefully.

**Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATEMENT OF NON-DISCRIMINATION**

Boys & Girls Clubsis committed to equal opportunity for all job applicants, including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria of the role, the nature of the offence and the responsibility for the care of children and young people, volunteers and employees. **Applicants are required to declare any convictions, cautions, reprimands and final warnings not protected by legislation.**

**ADVICE TO APPLICANTS**

The disclosure of a criminal record or other information will not debar you from registration or appointment unless Boys & Girls Clubs considers that the conviction renders you unsuitable. In making this decision Boys & Girls Clubs will consider the nature of the offence, how long ago it was committed, your age at that time and other factors which may be relevant. This information will be verified through an appropriate AccessNI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “exempted” nature of the role.

Please complete and sign this Declaration Form (below) accurately and return this with your application form. An arrangement may be made with you to discuss any convictions if clarification is required.

**Thanking you in advance for your co-operation.**

|  |
| --- |
| **DECLARATION**  **Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014?**  **Yes**  **No**  If ‘Yes’, please state the nature, date(s) and sentence of the offence(s) and provide any other information youfeel may be of relevance, such as**:** the circumstances of the offence/incident; any relevant developments in your situation since; and whether or not you feel the conviction has relevance to this post. (Please continue on an additional separate page if required.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I declare that any and all answers provided herein are complete and correct to the best of my knowledge and I have informed Boys & Girls Clubs' Monitoring Officer in writing of any pending future convictions. I understand that I have applied for a role which is a Regulated Activity Position as defined by the Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedom Act 2012) and which also falls within the definition of an “exempted” position as provided for by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (as amended in 2014).  **I give my consent for an AccessNI\* check to take place and for this information to be shared only with relevant persons nominated as part of Boys & Girls Clubs' risk assessment and appointment procedures.**  **(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_ \_ / \_ \_ / \_ \_ \_ \_** |

\* Boys & Girls Clubs complies with the AccessNI Code of Practice. Further information is available at

[www.boysandgirlsclubs.net](http://www.cypni.net) and [www.accessni.gov.uk](http://www.accessni.gov.uk)

4c. MONITORING QUESTIONNAIRE - EQUALITY OF OPPORTUNITY

**Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Ref: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ / \_ \_ / \_ \_ \_ \_**

Boys & Girls Clubs is committed to equality of opportunity in employment and aims to select and employ the best person for each post. All job applicants and employees shall receive equal treatment regardless of gender, marital status, age, disability, socio-economic circumstances, health, sexuality, religious or political belief, colour, race and ethnic or national origin.

We will encourage positive attitudes and behaviour towards groups and individuals and will strive to eradicate prejudice and discrimination by promoting equality of opportunity in all areas of our work and organisational structure.

To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by the Fair Employment and Treatment (Northern Ireland) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are perceived as either Catholic or Protestant. We are therefore required to ask you to indicate your community background by ticking the appropriate box below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DECLARATION**  *I am a member of the Catholic community* I am a member of the Protestant community I am a member of neither the Protestant nor *the Catholic community*  Please indicate whether you are: *Female*  *Male*  *Prefer Not to Say*  Date of Birth: \_\_ /\_\_ / \_\_\_\_  **ETHNIC ORIGIN** **(please tick appropriate box.)**   |  |  |  | | --- | --- | --- | | **Bangladeshi** | **Black African** | **Black Caribbean** | | **Black/Other** | **Chinese** | **Indian** | | **Pakistani** | **White** | **Other (Please specify):** |   N.B. If you do not complete this questionnaire and return it with your Application Form, we will be unable to process your application to the next stage of the selection process.  **\*\* This form will be separated from your Application Form and will not be seen by the selection panel.**  **Thanking you in advance for your completed and signed Application Form (4a) b) & c)** |