



Senior Administration Officer

May 2025



About Us

Boys & Girls Clubs (NI) is a leading Regional Voluntary Youth Organisation (RVYO), a registered charity and limited company that supports a membership of 147 local youth organisations.

Who we are

Boys & Girls Clubs (NI) was founded in 1940 as an independent, voluntary association of six local organisations that were dedicated to bringing communities together and enriching the lives of children & young people. Today, we have transformed into a modern membership organisation, providing supporting 147 member organisations. This membership is diverse and includes part-time & full-time youth organisations, community associations, schools, and sports clubs. The foundations and purpose of the charity remains strong and our mission is to support the personal development and social education of children & young people and to promote good relations and community development.

What We Do

Each year our professional youth work team engages directly with 3000 children, young people, volunteers & youth workers. Indirectly, we support a wider network of 48000 stakeholders on an annual basis. We work in partnership with local organisations and provide wraparound support through membership services, compliance and regulation, accredited training, networking opportunities, intervention projects, policy guidance, governance advice and an extensive programme of youth programmes. Our main office is located in Belfast and we operate in both rural and urban areas across Northern Ireland through our professional team of area-based youth workers.

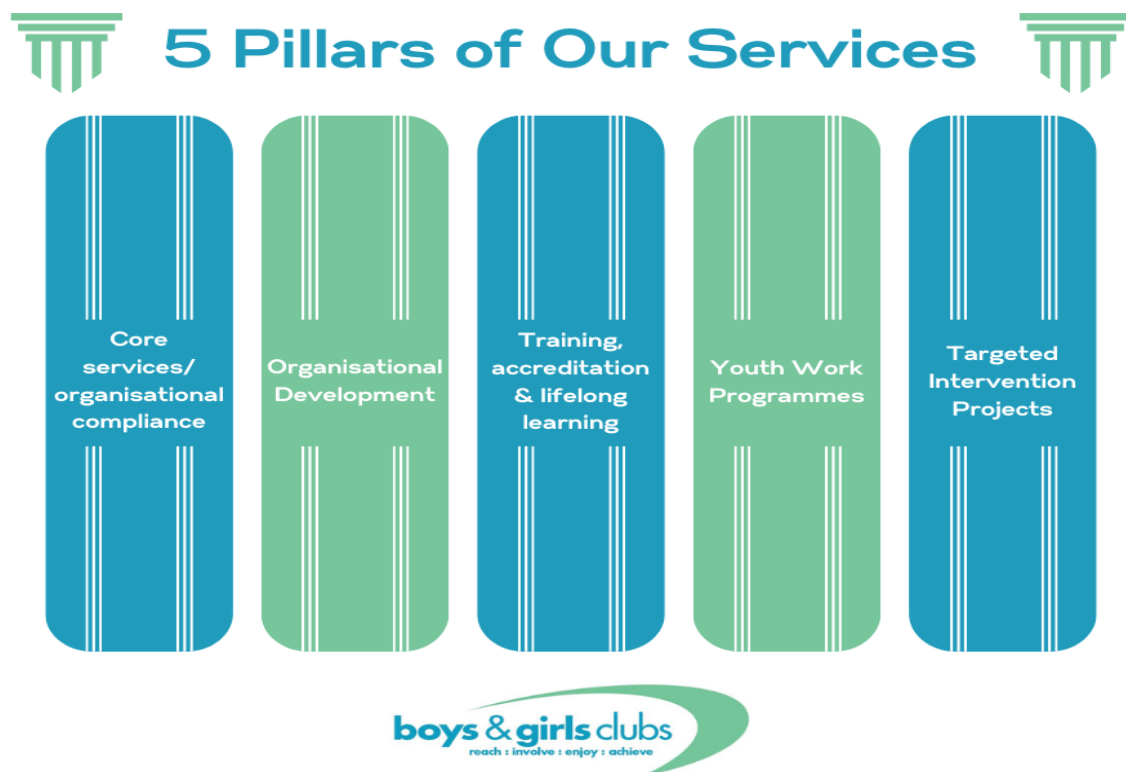
This post

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

The senior administration officer will provide a solid backbone to the organisation for all aspects of our financial support and planning and services provision. 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.

Our Services

We serve children, young people, volunteers, and youth workers through a variety of support services all under the core 5 pillars of our service. This includes training for educational enrichment, networking opportunities, policy guidance, youth intervention projects, safeguarding packages, legal compliance/governance support, and an extensive programme of youth activities.



The role of senior administration officer provides the infrastructure that supports all the services the organisation offers.

Job Title: Senior Administration Officer

Responsible to: Chief Executive Officer

Based at: Head Office, currently Stockman's Lane, Belfast

Hours per week: 21-30 hrs per/wk

Salary: Starting Salary £27252 pa (pro rata)

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.

Contract: Fixed Term contract to December 2027 with the possibility of a permanent post

Probationary Period: 6 months

Additional benefits include

- Access to Private Health Care scheme
- Flexible working conditions
- Pension

Purpose of Post

This post plays a key role in supporting the organisation's financial management and administrative operations. The postholder will ensure accurate financial processing, support budget management and maintains internal financial controls while also providing administrative support to enhance organisational efficiency.

Key Responsibilities and Tasks

Finance

- Report to the Director of Finance with accurate financial information, including cash flow, quarterly financial reporting and maintain high-quality financial controls and reporting systems, ensuring continuous improvement through modern, fresh, and forward-thinking.
- 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.
- To oversee the procurement processes associated with the project and prepare claims and invoicing
- Ensure full compliance with codes of conduct, legislative requirements, and emerging issues

Organisational Administration

- Maintain accurate and confidential personnel and organisational records.

- Provide administrative support for board meetings, including preparing minutes, reports, and logistics.
- Act as the first point of contact for internal and external queries related to finance and administration.
- Support HR processes, including recruitment, onboarding, and maintaining HR records.
- Ensure compliance with data protection regulations and internal policies.
- Support the implementation of office procedures and maintain office supplies.
- Coordinate insurance renewals, licenses, and contracts.
- Support CEO and project team members in updating website and social media posts
- Undertake any other relevant or emerging duties.

PERSON SPECIFICATION

Shortlisting Criteria

(i). Education experience:

A minimum of 3rd level education or 5 years experience in a relevant post

(ii). Experience & Knowledge:

- A minimum of 3 years' experience gained within the last 10 years within the public, private, voluntary or community sectors.
- Excellent IT skills with experience & proficiency in MS Office packages with specific examples using Word, Teams, Excel and Outlook.
- Cash-flow management/ budgeting experience.
- Processing payments and reconciling control accounts.
- Experience of managing a portfolio of public funds
- Experience of implementing policies & procedures in a busy office environment

(iii) Desirable Criteria and Qualifications.

These will be used for shortlisting purposes in the event of a large number of applicants.

- **Qualifications.** Administration, bookkeeping and any related subject
- **Experience.** Experience working with a portfolio of funders and managing staff in an office environment

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 your CV and a cover letter alongside Equality of Opportunity Monitoring Questionnaire & Disclosure of Criminal Convictions Form to post@boysandgirlsclubs.net

All forms should be completed and MUST be signed before the application can be considered.

Completed CV's and cover letter must arrive no later than

Wednesday 18th June at 4pm

LATE APPLICATIONS CANNOT BE ACCEPTED

IN CONFIDENCE

For office use only:	Applicant No. _____
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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.

<p>First Referee</p> <p>Name: _____</p> <p>Address _____</p>	<p>Second Referee</p> <p>Name: _____</p> <p>Address _____</p>
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<p>_____</p> <p>_____</p> <p>Tel: _____</p> <p>Email: _____</p> <p>Occupation: _____</p> <p>Relationship to you: _____</p>	<p>_____</p> <p>_____</p> <p>Tel: _____</p> <p>Email: _____</p> <p>Occupation: _____</p> <p>Relationship to you: _____</p>
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Declaration

I declare that the information provided in this CV is, to the best of my knowledge, true and complete.

Signed: _____ Date: __ / __ / ____

Please read this information carefully.

Name of Applicant: _____ **Job Title:** _____

STATEMENT OF NON-DISCRIMINATION

Boys & Girls Clubs is 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 CV. 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 you feel 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** __ / __ / ____



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](#)). Boys & Girls Clubs' 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. Information on AccessNI can be found at www.accessni.go.uk

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 CV, we will be unable to process your application to the next stage of the selection process.

**** This form will be separated from your CV and will not be seen by the selection panel.**

Thanking you in advance for your completed and signed forms.