**IMPORTANT INFORMATION FOR APPLICANTS**

Dear Applicant

Thank you for your interest in the post of **ADMINISTRATOR – COMMUNITY EMPOWERMENT PROGRAMME (CEP)**

The relevant information related to this role and your application includes:

1. A Candidate Brief with a Job Description and Personnel Specification
2. Job Application Form
3. Monitoring Form

**Job Application Form**

NICVA requires that **all** sections of the Job Application Form are completed in full. This includes the completion of the Monitoring Form.

If you write in any section of the Job Application Form “*see attached sheet or CV”,* or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications.

We would like you to know that:

* only the Job Application Form is considered by the Recruitment Panel, who short-list and interview for vacancies,
* the Monitoring Form is retained by our Monitoring Officer for compiling statistical information.
* Desirable criteria may be used by the panel for shortlisting purposes if required.

**DISABILITY** If your disability precludes you from completing this form or from any part of the selection process contact Human Resources for alternative arrangements and/or reasonable adjustments to be made.

The successful candidate will be required to provide documentation to support his / her right to work in the UK.

Completed applications should be received by **midnight on Sunday 22 June 2025** to monitoringofficer@nicva.org or by post to the Monitoring Officer, NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB.

Thank you.

**APPLICATION FORM**

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| --- | --- |
| **POST TITLE:** | **ADMINISTRATOR - CEP** |
| **POST REFERENCE:** | **CEP0525** |
| **APPLICANT REFERENCE** | (OFFICE USE ONLY) |

**Personal Details**

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| --- | --- |
| **Candidate Name:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Contact Telephone No:** | Click or tap here to enter text. |
| **Contact Email Address:** | Click or tap here to enter text. |

**Important guidance information for completion of this section of the application form:**

1. Drawing upon all of your experience from work or on a voluntary basis and using the Person Specification as a guide, consider how your skills, experience and abilities relate to each criterion for this post.
2. In responding to the criteria below, it is essential that you describe fully how and to what extent you meet the experience sought by providing clear information and examples. In response to each criterion which requires experience of a certain length, you must specify the job role, organisation name and relevant dates of the experience gained.
3. It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained. Short listing for this post will be undertaken using only the information you have provided in response to each criteria below.
4. You are required to demonstrate how you meet each criterion below within the specified word limit.

**APPLICANT REFERENCE NO: (Office Use)**

**Work Experience**

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| **Name and Address of Current / Most Recent Employer:** |  |
| **Job Title:** |  |
| **Date Employment Started:** |  |
| **Date Employment Ended:** |  |
| **Summary of Main Duties:** |  |
| **Current / Final Salary:** |  |
| **Notice Period Required:** |  |

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| **Please list, starting with the latest, any previous positions you have held which are relevant to the application.** |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
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| **Summary of Duties:** |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
|  |  |  |
| **Summary of Duties:** |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
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| **Summary of Duties:** |

|  |  |  |
| --- | --- | --- |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
|  |  |  |
| **Summary of Duties:** |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
|  |  |  |
| **Summary of Duties:** |

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| **Please give details of any voluntary service or community work that you have undertaken on an unpaid / voluntary basis.** |
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| **ESSENTIAL CRITERION 1 (Max. 500 Words)**Two years’ proven experience delivering administrative support in a busy office environment.  |
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| **ESSENTIAL CRITERION 2 (Max. 300 Words)**Excellent computer skills to include working experience of using the full Microsoft Office package.  |
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| **ESSENTIAL CRITERION 3 (Max. 300 Words)**Educated to GCSE level (or equivalent) with at least two attained at Grades A – C to include Mathematics and English language.  |
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| **ESSENTIAL CRITERION 4 (Max. 300 Words)**Experience of managing a team, setting targets and managing performance to achieve objectives. |
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| **ESSENTIAL CRITERION 5 (Max. 1000 Words)*** Ability to develop effective relationships with colleagues and customers.
* Excellent communications skills, both oral and written to a variety of audiences.
* Ability to organise and prioritise work to meet deadlines.
* Proven ability to exercise excellent attention to detail and accuracy in all work.
* Ability to provide a high level of customer service at all times.
* Ability to adhere to confidentiality requirements when dealing with sensitive information.
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| **DESIRABLE CRITERION 1 (Max. 300 Words)**Experience of providing administrative support for events such as preparing agendas, delegate packs and providing registration support.  |
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| **DESIRABLE CRITERION 2 (Max. 300 Words)**A minimum of one year’s experience using a customer database system.  |
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**Referees**

All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current / most recent employer. In some instances, and with prior agreement, we may accept an academic reference or a reference gained in a voluntary capacity. Referees will only be contacted once NICVA have received permission to do so.

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| **Referee 1 – Full Name:** |  |
| **Email Address:** |  |
| **Tel. Number:** |  |
| **Relationship / Capacity they can provide a reference:** |  |

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| --- | --- |
| **Referee 2 – Full Name:** |  |
| **Email Address:** |  |
| **Tel. Number:** |  |
| **Relationship / Capacity they can provide a reference:** |  |

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| Are you eligible to work in the UK? You will be required to provide documentation to support this claim if offered the post.YES [ ]  NO [ ]  |

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| **DECLARATION:** I declare that the information provided in this application form is, to the best ofmy knowledge, true and complete. |
| Name: |  |
| Signature: |  |
| Date: |  |

PLEASE RETURN TO:

monitoringofficer@nicva.org

or

THE MONITORING OFFICER

NICVA 61 DUNCAIRN GARDENS

BELFAST BT15 2GB