



# HR & OD Administrator

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## Applicant Pack



At Simon Community NI, we believe that creating a positive, supportive, and empowering workplace is essential to achieving our mission of ending homelessness in Northern Ireland. We are thrilled to be recognised as one of the UK's top employers, earning the prestigious

Great Place to Work certification for 2024, and being listed among the Best Workplaces for Wellbeing, Women, Development, and Charity/Non-Profit sectors. We are particularly proud of our efforts to support women in the workplace and to promote professional development for all our employees.



We understand that your growth and wellbeing are critical to both your personal success and the success of our mission. That's why we invest in creating opportunities for learning, development, and career progression, ensuring you have the tools and support you need to thrive.

By joining Simon Community NI, you'll be part of a dynamic, compassionate team dedicated to making a real impact. Here, you'll find not just a job, but a place where your work truly matters, your ideas are valued, and your contributions help create a better future for those in need.



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# ABOUT SIMON COMMUNITY NI

Simon Community is Northern Ireland's leading homeless charity. We were established in 1971 and have a clear vision of creating a society where everyone has a place to call home.

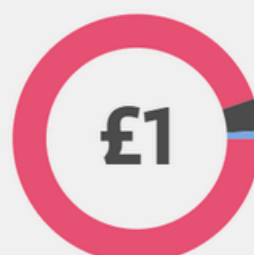
Our mission is simple, to end homelessness for those in need. Operating throughout Northern Ireland, we provide preventative services, temporary accommodation and specialised support services that address the unique challenges faced by individuals experiencing homelessness and we create pathways out of homelessness. Our aim is to not only provide immediate assistance but also long-term solutions that end the cycle of homelessness.

## How the money we receive helps people in Northern Ireland

For every £1 we receive 94.8p goes directly to front-line services and support, 4.2p goes towards generating funds and 1p is spent on governance.

- ▶ Homelessness Prevention
- ▶ Emergency & Permanent Accommodation
- ▶ Young People Support Services

## For every £1 we receive



- 94.8% Frontline Services
- 4.2% Generating Funds
- 1.0% Governance



# WELCOME MESSAGE

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**Andrea McCooke**

*Director of HR & Organisational Development*

Thank you for considering Simon Community NI as the next step in your career journey. We are delighted that you are interested in joining our team, and we want to extend a warm welcome to you. At Simon Community, our mission is to end homelessness in Northern Ireland, and every role within our organisation plays a vital part in achieving this goal. We are proud of our workplace culture, where inclusivity, wellbeing, and professional development are at the forefront of everything we do. As the leading homelessness charity in Northern Ireland, we are committed to providing an environment where our employees can thrive both personally and professionally.

We understand that the recruitment process is an important experience, and we are dedicated to making it as smooth, transparent, and positive as possible. Our team is here to support you at every stage, and we encourage you to reach out with any questions or concerns you may have.

We are excited to learn more about you and your unique skills and experiences. We believe that every individual brings something valuable to the table, and we look forward to seeing how you could contribute to our mission.

Wishing you the best of luck in the recruitment process and hoping that you have a great experience with us.

# MEET OUR TEAM



## **Jim Dennison** **CEO**

Jim Dennison has been Chief Executive of Simon Community NI since January 2014. Prior to this, Jim was Head of Operations at the Chartered Institute of Housing – a professional membership body supporting those who work in housing and homelessness. He holds an Honours Degree in Politics from Queen's University Belfast and a Post-Graduate Diploma in Regional and Local Development from the Dublin Institute of Technology.



## **Áine Robinson** **Director of Finance & Business Support**

Áine was appointed as Director of Finance and Business Support in January 2020. Joining the Simon Community NI from Tourism NI, Áine held various Finance roles over the past seven years. Prior to this, Áine trained to be a Chartered Accountant with Goldblatt McGuigan in Belfast where she gained a variety of experience working with organisations across the public, private and voluntary sectors. Áine is a member of Chartered Accountants Ireland.



## **Andrea McCooke** **Director of HR & Organisational Development**

Andrea joined the Simon Community NI as the Director of HR & OD in June 2021. For almost 25 years prior to this Andrea held several senior roles within the Local Government leading HR, OD, Communications, Equality & Diversity and Customer Service Teams across several Councils in Northern Ireland.

Andrea holds a BA in Business Studies and a Post Graduate Diploma in Human Resource Management. She is also a Chartered Fellow of the CIPD and is an accredited CEDR Mediator.

# MEET OUR TEAM

## **Kirsten Hewitt**

### **Director of Homelessness Services**

Kirsten joined Simon Community NI in January 2020 as the Director of Homelessness Services. With a BSc Hons in Psychology and an MPhil in Health Sciences Kirsten's previous roles have afforded opportunities for her to work in the voluntary and public sector, within Northern Ireland, the Republic of Ireland and London. Kirsten has focussed on project management, particularly in relation to large scale change projects, improved service delivery and the development of new services across previous roles she has held. Kirsten's commitment to working with people who are experiencing homelessness continues to be a drive and focus for her and the opportunity to work towards ending homelessness in Northern Ireland with Simon Community NI is a privilege for her.



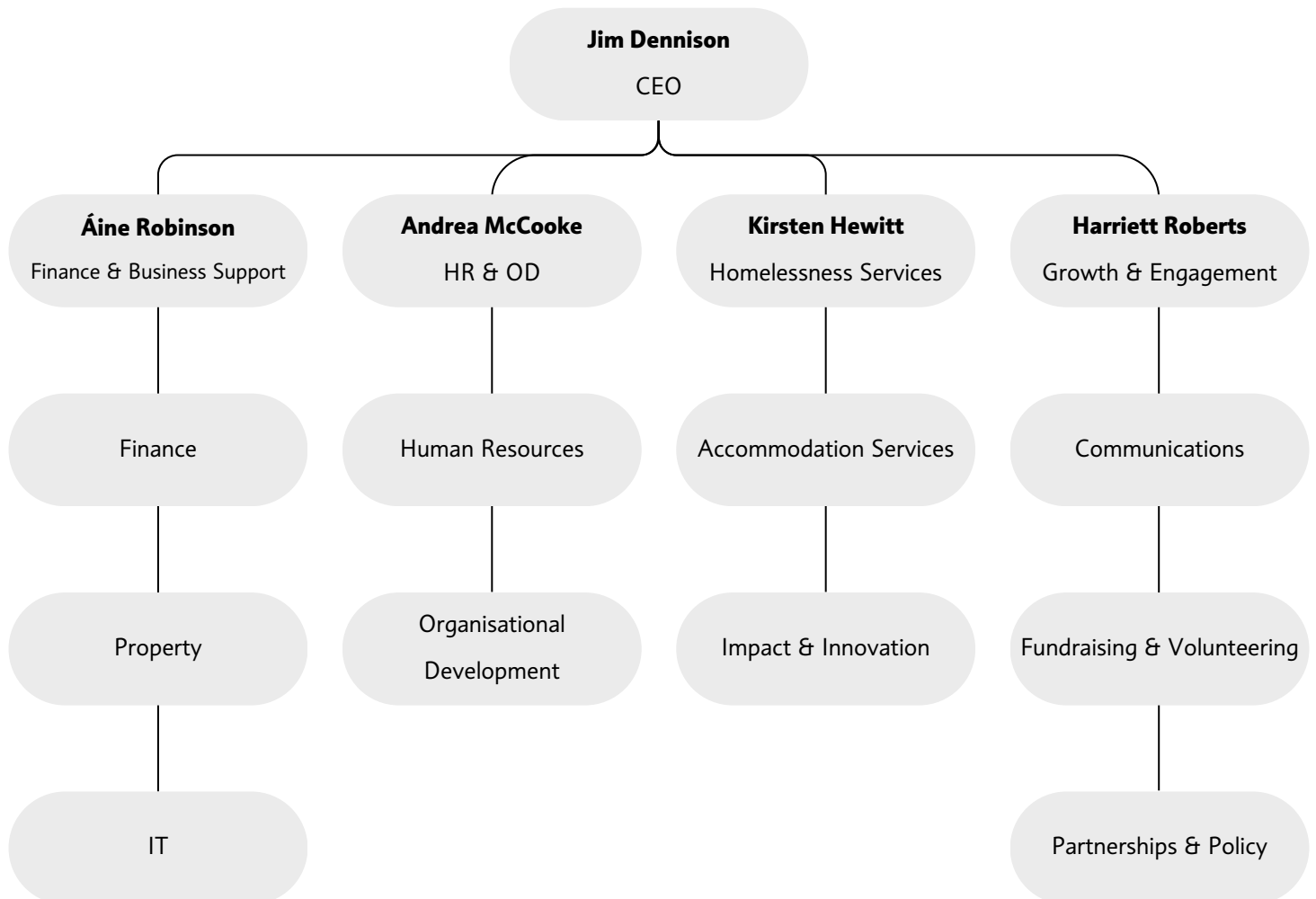
## **Harriett Roberts**

### **Director of Growth & Engagement**

Harriett brings a wealth of experience to her role at Simon Community NI, having previously served as the Director of Fundraising and Communications at Shelter Box, the Head of Fundraising and Communications at Tiny Tickers, and as a Regional Fundraising Manager at Oxfam. Her impressive career path has equipped her with the skills and knowledge needed to drive growth and engagement for our organization. With her background in fundraising and communications, combined with her passion for making a difference, Harriett is the ideal candidate to lead Simon Community NI's growth and engagement efforts.



# THE STRUCTURE





# MEET THE HR & OD TEAM



## A little bit about the team you'll be joining!

If you're looking for a team that's genuinely supportive, big on compassion, and knows how to have a good time...you've found us!

Our HR & OD team is made up of people who lift each other up, work hard, and always put people first. Whether it's helping someone through a tough time, celebrating a win, or having a laugh at a team night out - we show up for each other and for all Simon Community staff.

We're excited about the future and the impact we can make together. If that sounds like your kind of team, we can't wait to meet you.

# OUR MISSION, VISION & VALUES

## MISSION

To end homelessness for people who need our help.

## VISION

A society where everyone has a home.

## VALUES

### Trustworthy



We are reliable, honest, and  
always act with integrity

### Non-Judgemental



We treat people with respect

### Determined



We will end homelessness



# OUR BENEFITS



## Private Healthcare

High-quality medical care with prompt consultations and comprehensive coverage through Benenden Health, plus access to 24/7 GP.



## Pension Scheme

Secure your financial future with our inclusive pension plan. Automatic enrollment means you can start saving for retirement with ease.



## Competitive Annual Salary

Our compensation packages are designed to reward your hard work and commitment, ensuring that you are fairly compensated for the vital contributions you make to our organisation.



## Occupational Sick Pay

This benefit ensures that you have financial security if you need to take time off due to health issues, allowing you to focus on recovery without added stress.



## Cash Back Health Scheme

Our Health Cash Back Scheme through Health Shield helps you manage costs by reimbursing you for everyday healthcare expenses, such as dental and optical, therapies, and well-being services.



## Family Leave

Enhanced maternity, paternity, and adoption leave to support you during important family moments.



## Death in Service Payment

We offer peace of mind with our death in service payment, which provides your family with a payment equal to twice your annual salary in the event of your passing.



## Generous Annual Leave Allowance

25 days per year, increasing by one additional day each year of service up to a maximum of 30 days. Additionally, receive 12 customary holidays to help you unwind and recharge.



## Compassionate Leave

We offer this leave to help you manage life's challenges with the understanding and flexibility you need.



## Growth & Success

We offer robust learning and development programs to help you excel in your role and advance in your career.



# JOB DESCRIPTION

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**JOB TITLE:** HR & OD Administrator

**REPORTS TO:** HR Manager

**SALARY:** Grade 2, Points 23 – 26, £26,027 - £28,283

**DEPARTMENT:** Human Resources & Organisational Development

**LOCATION:** Central Office, Belfast City Centre

**HOURS OF WORK:** 35 hours per week, Monday to Friday.

A hybrid working system is in place.

As an HR & OD Administrator, you will provide efficient, effective, and confidential administration and data processing support to the Human Resources & Organisational Development Department. Your role will be integral to achieving the team's strategic priorities, including maintaining a high level of internal and external customer service, meeting key performance indicators, and contributing to the development and implementation of administrative systems and procedures.





## **MAIN RESPONSIBILITIES**

### **General Administration:**

- Provide comprehensive administrative support to the HR & OD team, including secretarial, administrative, and data processing duties.
- Manage diaries, raise purchase orders, process invoices, record employee sickness absences, and handle incoming/outgoing mail.
- Respond efficiently to telephone and email queries, establish and maintain effective databases and filing systems, and arrange meetings.
- Take notes at HR-related meetings, transcribe recorded meetings, and assist in organising events and conferences.

### **Recruitment and Selection Administration:**

- Assist in preparing job descriptions, employee specifications, and terms and conditions of employment.
- Support recruitment processes, including uploading information to electronic recruitment systems, placing advertisements, and preparing application packs.
- Coordinate all pre-employment checks and requirements and administer the online recruitment system.
- Complete Fair Employment Monitoring and Article 55 Returns in line with the Equality Commission Northern Ireland regulations.

### **Payroll Administration:**

- Act as a point of contact for HR-related queries, resolve payroll queries, process forms, and calculate annual leave entitlements.
- Provide accurate and timely information to payroll for processing, including absence reports, payroll new staff and leavers reports, and salary increment reports.

## **MAIN RESPONSIBILITIES**

### **Learning and Development:**

- Support the delivery of learning and development activities, including collating training needs, formulating annual learning programs, and preparing training materials.
- Maintain training records, communicate with learners and training providers, and record and process requests for external learning opportunities.

### **HR & OD Technology:**

- Implement and maintain computerised HR & OD systems, update personnel and learning management information systems, and support the integration of systems.
- Produce reports from relevant systems and contribute to the development of procedural and operational guidance on HR systems.

### **Service Development:**

- Participate in continuous improvement initiatives, represent the organisation professionally, and implement corrective actions arising from audits.
- Support efficient financial management and use of resources, including maintaining financial recording systems and supporting fundraising activities.
- Support and participate in the implementation of improvement plans, ensuring compliance with organisational quality procedures.

### **Health and Safety and Equal Opportunities:**

- Contribute to promoting health and safety practices and equal opportunities within the organisation.
- Comply with organisational policies and procedures, promote the organisation's mission and values, and attend relevant meetings and training.

Any other duties as required.

# PERSON SPECIFICATION

## **ESSENTIAL CRITERIA**

### **Education/Qualifications**

5 GCSEs or equivalent, including English and Maths

### **Experience**

Demonstrable experience in an administrative role within an HR or OD setting, maintaining accurate electronic and manual records.

Demonstrable experience working with HR systems and software.

## **DESIRABLE CRITERIA**

CIPD qualification





# PERSON SPECIFICATION

## **SKILLS, ABILITIES & KNOWLEDGE**

Proficiency in managing various administrative tasks with efficiency and effectiveness.

Clear and effective verbal and written communication abilities suitable for conveying information across different organisational levels.

Demonstrated capability in organising and prioritising tasks systematically to meet deadlines and objectives.

Advanced skills in utilizing software applications such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and HR databases.

High level of attentiveness and accuracy in reviewing and verifying information for completeness and correctness.

Adaptability to changing circumstances and readiness to adjust work schedules or tasks accordingly.

Ability to effectively collaborate within a team environment, contributing ideas and expertise to achieve common goals.



# THE RECRUITMENT PROCESS

## **Application Form**

To apply, please complete the online application form via [GetGot](#). Be sure to read the application guidance for helpful tips on completing your form and showcasing your experience effectively.

## **Shortlisting**

All applications will be reviewed against the role criteria. Shortlisted candidates will be invited to attend an in-person interview with the hiring manager.

## **Interview**

Interviews will take place at our offices and will give you the opportunity to discuss your experience in more detail and learn more about the role and our organisation.

If you have any questions about the recruitment process or need assistance, please contact us at [recruit@simoncommunity.org](mailto:recruit@simoncommunity.org)

We look forward to reviewing your application and wish you the best of luck throughout the recruitment process.

# GET IN TOUCH

We're here to help! Whether you have questions about our services, or want to learn more about how you can support our mission, our team at Simon Community NI is ready to assist you. Please reach out to us using the contact information below, and we'll get back to you as soon as possible. We look forward to hearing from you!

## CONTACT US:



028 9023 2882



[simoncommunity.org](https://simoncommunity.org)



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