



3rd September 2024

Dear Enquirer,

Re Vacancy – **Office Administrator**

Thank you for your interest in the above vacancy.

Please find attached an information pack containing the following information:

Job Description

Job Specification

Summary of Main terms and conditions

Advertisement

Application Form

It is necessary that you provide sufficient information on the application form to demonstrate how you meet the essential /desirable criteria set out in the Job Description.

Completed application forms should be received by The Church Office no later than 12.00 noon on Friday 19th September 2024. Applications should be posted or hand delivered. Any received after that date and time will not be considered.

Those candidates, who are shortlisted will be contacted by telephone to attend an interview at a mutually convenient date.

Yours Sincerely

Mark Taggart

Admin and Personnel

HIGH KIRK PRESBYTERIAN CHURCH

JOB DESCRIPTION

Post	Experienced Office Administrator
Responsible to:	Congregational Committee
Reports to	Admin and Personnel Sub Committee Convenor
Salary	£11.92 per hour
Hours of Work:	22 hours per week. (Monday to Friday on the following pattern, 4.5 hours Monday to Thursday (8.45am to 1.15pm) and 4 hours on Friday (8.45am to 12.45pm),

Variations to these times must be agreed with the Admin and Personnel Sub Committee Convenor.

Main Purpose:

1. To provide a professional, confidential management and administrative support service on behalf of the church by organising operations and procedures; controlling correspondence; designing and maintaining systems; assigning and performing clerical functions as require to a high standard.
2. To act as a point of contact for the Church congregation and to work within the Christian ethos of the Church.

Main Duties

1. Working as part of a small team.
2. To be responsible for the receipt, distribution and dispatch of incoming and outgoing email and general mail.
3. Dealing with general correspondence and administrative duties as assigned by the minister, Church staff, Clerk of Session and Church Secretary.
4. Arranging appointments and plan the routine duties of the Ministry Team.
5. To answer incoming telephone calls and respond accordingly
6. To provide reception cover for the Church Office and handle enquiries as necessary.
7. To maintain the Church Diary and facilitate the booking of rooms and facilities in accordance with Church Policy.
8. To maintain manual and electronic filing systems ensuring that all files and records are kept both up to date and secure, in accordance with Church Policy on confidentiality and Data Protection.
9. To input data into the Church 'Churchsuite' Database and provide general information and statistical reports as required.
10. To assemble information for and print the Church bulletin and also the distribution of circulars, bulletins, magazines and other printed materials.
11. To provide administrative support for special Church events such as conferences and seminars.
12. Maintain holiday records for all staff.
13. To ensure that supplies of office stationery are maintained at adequate levels.
14. To facilitate the ordering, receipt and checking of goods and services.

The duties listed are intended only as illustrations of the various types of work that may be performed. All duties listed are crucial and the running order of these tasks should not demean the activity. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Criteria and Application Process

Essential Criteria

Applicants must:

1. Be competent using Microsoft Office and other Windows based applications in an office environment (and be able to evidence same).
2. Hold a minimum of five GCE 'O' level or GCSE passes, including English and Mathematics, grades A* - C, or relevant equivalent or higher examination qualifications.
3. At least two years relevant working experience, within the last five years, in a similar post which must have included admin/ secretarial roles.

And

4. Have excellent administrative, time management and organisational skills.
5. Be in sympathy with the beliefs and practices of the Presbyterian Church in Ireland.
6. Be adherent to confidentiality.

Desirable Criteria

1. Hold a European/International Computer Driving licence (EDCL/IDCL).

The panel reserves the right to enhance or include new criteria, prior to short listing, to achieve a manageable number of candidates, for interview.

Terms and Conditions of Service

1. Conditions of service for this post will be determined by The Congregational Committee and may be subject to review from time to time.
2. The remuneration for the post is £11.92 per hour and will be paid on a monthly basis retrospectively. This will be reviewed annually. Hours of Work: 22 hours per week, to be worked across 5 days as outlined above.
3. Annual Leave entitlement is 20 working days (pro rata), plus statutory days. The leave will operate from 1 January to 31 December. Leave will be taken as agreed with the sub-Committee Convener or other church officer in his/her absence.
4. There is a Sickness Pay Scheme in operation.
5. There is a stakeholder pension scheme applicable to your employment. Further details are available from the Admin and Personnel Sub Committee Convenor.
6. The role will be subject to a 3-month probationary period.

Application Process

Applications must provide sufficient information on the application form based on the criteria to enable the selection panel to enable their eligibility for consideration. Failure to do so will result in the application being rejected.

Posts involving work in High Kirk Presbyterian are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check.

Application forms are available from the following link:

www.highkirk.org.uk/vacancy/application-form-office-admin.pdf

Completed applications can be posted, hand delivered or sent via email to Personnel@highkirk.org.uk. All applications marked 'Private and Confidential' should be returned on or before 12.00 noon on Friday 19th September 2024.

Postal or hand delivered address:

The Admin and Personnel Sub Committee Convenor
High Kirk Presbyterian Church
65 – 71 Thomas Street
Ballymena
County Antrim
N. Ireland
BT43 6AZ

Email address:

Personnel@highkirk.org.uk

Application forms received after that closing date and time will not be considered.

Any canvassing will disqualify the applicant concerned

Advertisement

Office Administrator Vacancy

High Kirk Presbyterian Church, Ballymena is seeking to appoint an Office Administrator. The post will involve working 22 hours per week, undertaking a wide range of duties, including various administrative and clerical duties and acting as a point of contact for the church congregation. Copies of the job description, job specification and application form can be downloaded from: <https://www.highkirk.org.uk/office-administrator-vacancy/>

Or from:

The Office,
65 – 71 Thomas Street
Ballymena
County Antrim
N. Ireland
BT43 6AZ

T: 028 2564 4834 E: office@highkirk.org.uk

Completed application forms must be returned to the Church Office (or Personnel@highkirk.org.uk) no later than 12 noon on Friday 19th September 2024.

APPLICATION FOR EMPLOYMENT

Form AP2

PRIVATE AND CONFIDENTIAL

Return this form to:

The Admin and Personnel Sub Committee Convenor
Church Office
High Kirk Presbyterian Church
65 – 71 Thomas Street
Ballymena
BT43 6AZ
office@highkirk.org.uk



POSITION APPLIED FOR:

Office Administrator

Closing Date: 12.00 noon on Friday 19th September 2024

Surname		Forename(s)		Title
Address				
Postcode				
NI No.		Telephone Number		Email
Current driving licence? Yes/No		Details of endorsements		
Groups: Expiry Date:				
Are there any restrictions on you taking up employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide details)				

EDUCATION HISTORY

Schools	Qualifications gained
Colleges/Universities	Qualifications gained
Other training	

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)

FROM - TO	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	START/FINISH SALARY	REASON FOR LEAVING

Notice required in current post:

REFERENCES

Please note here the names and addresses of two persons from whom the church may obtain both character and work experience references.

1.

2.

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

GENERAL COMMENTS

Please indicate with regard to the criteria your suitability for this role and the contribution which you believe that you can make in filling this position.

GENERAL COMMENTS CONTINUED

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: