



## **Candidate Information Booklet**

Administrator (part-time)

Closing date for applications:  
**1pm, Thursday 24 March 2022**



Funded by the Victims & Survivors Service through the Victims & Survivors Programme administered on behalf of the Executive Office

## **1. Job Description**

<b>Job Title:</b>	Administrator
<b>Organisation:</b>	Ulster Human Rights Watch
<b>Location:</b>	Brownlow House, Windsor Avenue, Lurgan, BT67 9BJ
<b>Salary:</b>	£12,272.59
<b>Hours:</b>	22.5 hours per week
<b>Duration:</b>	until 31/03/2023 with a possibility of extension until 2027
<b>Reports to:</b>	Advocacy Support Manager

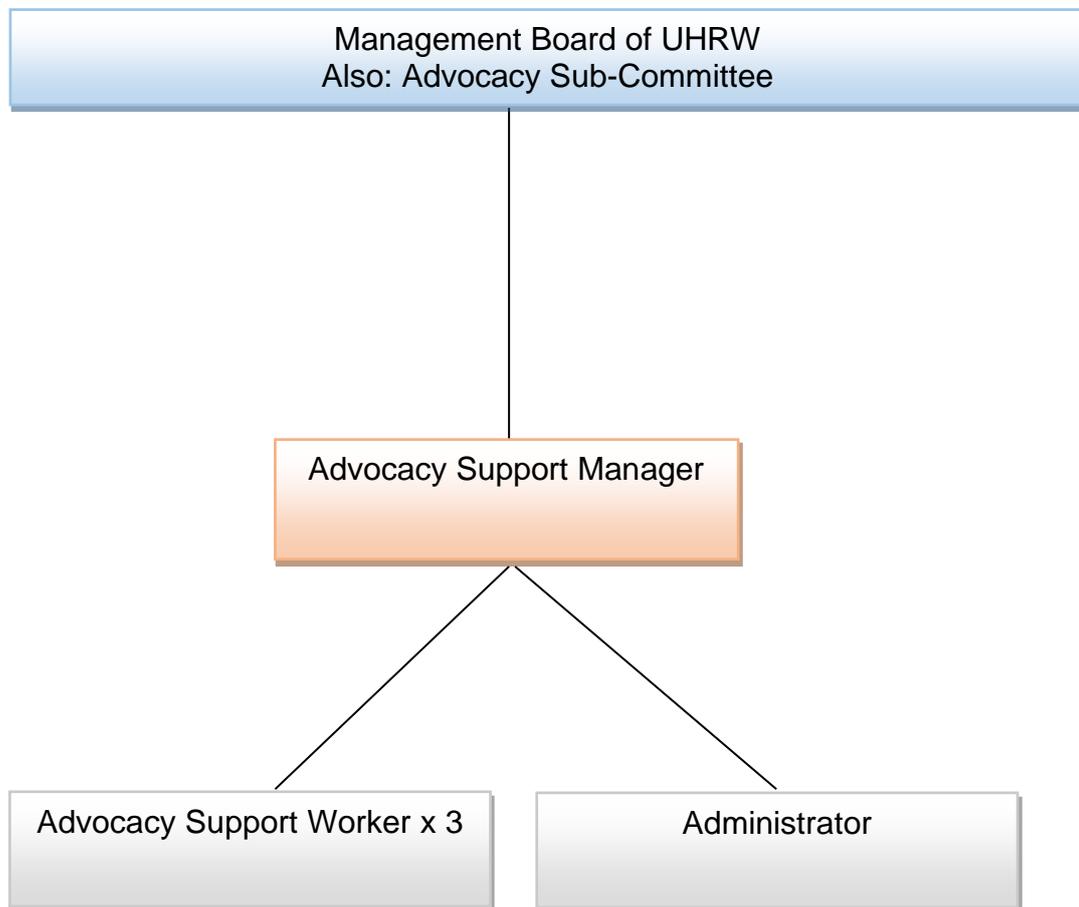
### **Background**

As a charitable company formed in 2002 and a major human rights organisation in Northern Ireland, Ulster Human Rights Watch seeks to promote human rights and the Judeo-Christian interpretation of such rights, advance education in human rights, and support the enforcement of the law. The UHRW Advocacy Service provides assistance to families who have unresolved historical cases from the Troubles and wish to obtain information or request further investigation.

### **Purpose of the Role**

The post holder will be required to provide clerical, marketing and financial administrative support to the Advocacy Service. This will include monthly financial and non-financial monitoring returns, procurement, payments, and clerical oversight of the client database.

## 2. Organisational Structure



### **3. Responsibilities**

#### **Specialist Activities**

- Recordkeeping, word-processing, photocopying and filing, dealing with telephone, post and email enquiries.
- Contributing to monthly reports, reporting to funders.
- Supporting production of publicity materials e.g. newsletters, flyers etc.
- Maintaining client databases.
- Maintaining calendars and diaries and booking appointments.
- Dealing with visitors – meet and greet.
- Assisting with planning and organising events.
- Minute taking and preparation of board papers, agendas etc.
- Data protection compliance.
- Stock taking of office supplies.
- Preparation of meeting rooms.

#### **Financial Administration**

- Bank account transfers/handling company bank accounts.
- Book keeping- maintaining journals and reconciling bank transactions.
- Maintaining Excel spreadsheets.
- Processing a small payroll.
- Budget management.
- Procurement of goods and services.
- Purchasing and payment of goods and services.
- Preparation of claims to funders.

- Bank account reconciliations.
- Year-end preparation.
- Dealing with auditors.

The foregoing is a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of Ulster Human Rights Watch.

## **4. Role Competencies**

### **Essential Criteria:**

By the closing date for applications, candidates must be able to demonstrate:

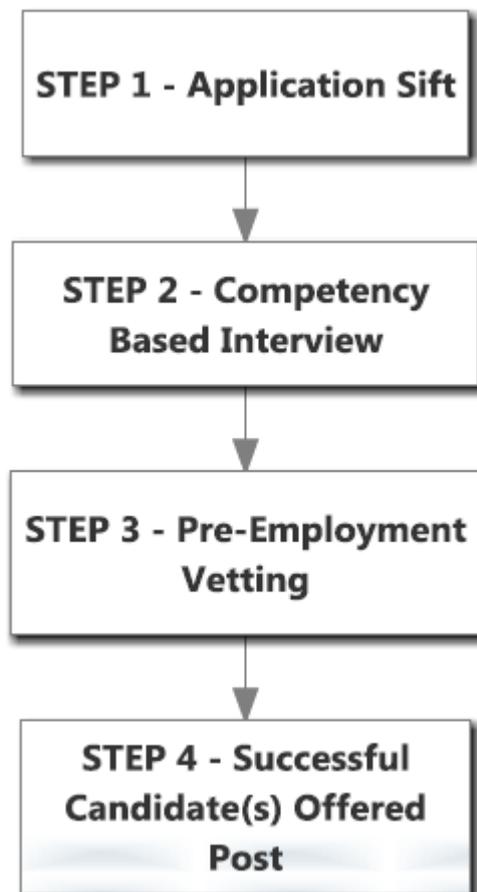
1. A minimum of 3 years administrative experience.
2. A minimum of 1 year of financial administrative experience.
3. Possess 5 GCSE's grades A – C, including English language and Mathematics.
4. Possess RSA qualification or equivalent and/or ECDL.
5. Hold a full license valid in the UK with access to a car. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to make alternative arrangements.

### **Desirable Criteria:**

1. Experience in fundraising or funding application development.
2. Possess accounting technician qualification.

## **5. Application Process**

Following the deadline for receipt of applications the selection process will operate as follows:



## **6. Guidance for Making Your Application**

Application should consist of a completed application form together with a CV and a completed monitoring form.

These are available from [www.communityni.org](http://www.communityni.org) and from [www.uhrw.org.uk](http://www.uhrw.org.uk).

### **Application Submission**

Completed applications can be submitted as follows:

- Posted or hand delivered to The Victoria Suite, Brownlow House, Windsor Avenue, Lurgan, BT67 9BJ.
- Emailed to [info@uhrw.org.uk](mailto:info@uhrw.org.uk).

### **Deadline: 1pm, Thursday 24 March 2022**

We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.

Applicants using Royal Mail should note that 1<sup>st</sup> class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to meet the required deadline.

Should you have any queries please contact [info@uhrw.org.uk](mailto:info@uhrw.org.uk)

### **Interview Guidance for Applicants**

Final dates for interview have not been scheduled but will take place soon after the close of applications.

At the interview, the selection panel will assess candidates against the behavioural competences, qualifications and experience for the post.

### **Further Appointments from this Application**

Where a further position in the Organisation is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The reserve list resulting from this competition will be valid for a period of up to one year.

### **Disability Requirements**

If reasonable adjustments are required by candidates on account of disability the organisation will make every effort reasonable to accommodate such.

### **Vetting Procedures**

For vetting procedures candidates will be required to produce the following for interview:

- Passport;

OR

Driving Licence

OR

Document verifying your permanent National Insurance number (e.g.P45, P60 or National Insurance card); AND Birth certificate which includes the names of your parents (long version);

- Proof of qualifications (original certificates);

For a successful candidate, the following will be required after interview:

- 2 satisfactory references (References will not be sought until after the final stage of the assessment process);
- Enhanced AccessNI criminal record check (unspent convictions only). Successful candidates will not be appointed to post prior to this being completed.