



## **OFFICE ADMINISTRATOR**

(REF ZG-OA-2024)

### **ZACHARY GEDDIS BREAK THE SILENCE TRUST**

*Unit 1 Loughanhill Industrial Estate, Gateside Road. Coleraine BT52 2NR*

# **CANDIDATE INFORMATION PACK**

# 1 ROLE DESCRIPTION

Position: Office Administrator  
Reporting to: Head of Service

Purpose of the job: To provide administrative support to the management team.

## Key Duties & Responsibilities:

- General office duties including typing and proofing documents, dealing with telephone calls and emails, taking minutes, data inputting etc
- Create and update records and databases with personnel, financial and other data
- Assist with organising and management of both internal and external events
- Assist with the preparation of funding applications and monitoring returns
- Manage stocks of office supplies and other resources and place orders when necessary.
- Ensure compliance with procurement and purchase authorisation procedures
- Attendance at 4 quarterly board meetings on Fridays 12pm - 2pm for minute taking
- Cleaning duties
- Managing incoming and outgoing post

## Maintain Service Quality

- To uphold and promote the core values and ethos of The Zachary Geddis Break the Silence Trust in all aspects of your work
- To work as a member of and contribute to the overall performance of the Zachary Geddis Break the Silence Trust team, including active participation in team meetings and support of colleagues
- To evaluate own work and contribute to the evaluation of the overall effectiveness of the service

## Personal Development

- Attend line management meetings and engage in review processes
- To participate in training in accordance with the Zachary Geddis Break the Silence Trust policy and requirements

## General duties

- Assist colleagues with reception cover and other administration tasks as may be required from time to time or to cover leave periods
- Responsibility for all own administration and time management to ensure monthly, quarterly, and annual financial targets and deadlines are met

- Maintain and ensure recording and storage of records in accordance with the Zachary Geddis Break the Silence Trust procedures
- Be familiar with and adhere to the Zachary Geddis Break the Silence Trust policies and procedures to ensure safe, fair, and responsible working practices and to comply with relevant legislation including but not limited to financial policies, H&S, Safeguarding, Confidentiality and GDPR
- To undertake any other relevant duties commensurate with the position as may be required from time to time to reflect continuous improvement, changing organisational requirements etc
- Liaising with the Head of Service in the production of reports and other information as required and in a timely manner.
- Maintain filing systems in line with organisational policy to ensure ease of audit and security

# 2 Role Specification

Applicants must be able to clearly demonstrate how they meet the criteria required for the placement.	Essential For Shortlisting	Evidenced At Interview	Desirable
<b>1. QUALIFICATIONS &amp; TRAINING</b>			
5 GCSE's to include English and Maths (Minimum grade C or equivalent) and a minimum of 3 years' proven admin/secretarial experience in a busy office environment Or A 3 <sup>rd</sup> level qualification & GCSE English (minimum grade C or equivalent) and 1 years proven admin/secretarial experience in a busy office environment.	x		
Evidence of further professional development and training			x
Experience		x	
<b>2. KNOWLEDGE, SKILLS AND ABILITIES</b>			
Good knowledge and understanding of general office administrative processes and procedures.	X		
High degree of IT literacy and practical experience of using Microsoft Office. In particular, proficient in word.	X		
Good keyboard skills			X
Concern for excellence, accuracy and attention to detail.	X		
Understanding of the need for discretion and confidentiality	X		

Awareness and understanding of safeguarding issues.	X		
Basic understanding of issues relating to mental ill health		X	
Knowledge of the work of ZGBTST	X		
3. PERSONAL ATTRIBUTES			
Excellent communication skills both oral and written	X		
Flexible with the ability to respond to changing circumstances	X		
Good time management and an ability to work independently as well as part of a team	X		
Willingness to assume responsibility		X	
Clean driving licence and access to a car.	X		
The Zachary Geddis Break the Silence Trust reserves the right to enhance the criteria for short-listing purposes in the event of a large number of applications being received			

# 3 General Terms & Conditions

**Type of Contract:** 1 Year fixed term contract  
(may be extended depending on funding available)

**Hours of work:** 28 hours per week (Monday - Thursday 9am - 5pm)

**Location:** ZGBTST Coleraine

**Salary:** £17,472 (£12 per hour)

**Holidays:** 33 days leave (including statutory days) pro rata

## Staff Support

- Induction process
- Line management and team support
- Team Well-Being, Training and Development, and Family Friendly policies in place

## Other Information:-

• **Data Protection** - The data contained in your application form will only be used for the purpose of progressing this employment application. We will not disclose its contents to a third party unless we believe it is lawful to do so.

o The sensitive personal data on the attached monitoring form will only be used to comply with the requirements of statutory legislation.

o We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than necessary.

o This application form and any additional information you provide in support of your application will be held confidentially for a period of one year if you are unsuccessful.

o If you are successful, it will be held during the period of your employment and after your contract has expired for as long as it is necessary to meet regulatory, funding or other legal requirements.

• **Possession of a Criminal Record** – with some exceptions having a criminal record does not necessarily debar an individual from working with The Zachary Geddis Break the Silence Trust. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you after the selection process is complete but prior to making a conditional offer of employment if you are the successful candidate.

### **Application and Interview Process:-**

Complete all sections of the application form and return to Zachary Geddis Break the Silence Trust on or before the closing date (CV will not normally be accepted)

Incomplete or late applications will **NOT** be accepted

Fair Employment Monitoring Questionnaire (below) should be returned with your application (in a separate sealed envelope)

Shortlisting will be based on evidence provided in your application form which satisfactorily demonstrates how and to what extent you meet the criteria. The recruitment panel will not make assumptions as to your qualifications, experience and knowledge

Candidates who meet the shortlisting criteria will be invited to attend for interview

### **Please note:-**

• Appointment is subject to:-

Receipt of satisfactory references

Verification of training/qualifications

Enhanced Disclosure Check (Access NI). See Access NI Code of Practice for more information

Induction process and probationary period

Applications should be marked '**PRIVATE & CONFIDENTIAL**' and sent to:- Head of Service, ZGBTST, Unit 1 Loughanhill Industrial Estate, Gateside Road. Coleraine BT52 2NR

Applications can also be emailed to [info@zgbtst.org](mailto:info@zgbtst.org)

**Closing date for receipt of completed applications is no later than**

**FRIDAY 26TH JULY**

### **For further information:-**

Visit our website [www.zgbtst.org](http://www.zgbtst.org) or contact:-

ZGBTST – Tel: 02870440123 - [info@zgbtst.org](mailto:info@zgbtst.org)

*Registered with the Charity Commission for NI: NIC108770*

*ZGBTST is an Equal Opportunities Employer*

*All applications for employment are considered strictly on the basis of merit*