



## **Harmony Community Trust**

### **Application Form for the Position of Project Administrator (part-time)**

***The Closing Date for the return of the completed Application is:  
12:00 noon on Friday 10th May 2024.***

#### **Return Details:**

Please email your completed Application to: [recruitment@glebehouseni.org](mailto:recruitment@glebehouseni.org)

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

## General Information

It is essential that you provide evidence of how you meet the selection criteria.

Remember, skills, knowledge and experience can be acquired in a variety of ways including work on a voluntary basis or in a personal capacity. It is not sufficient to simply list the various posts that you have held. The selection panel cannot make assumptions as to your skills, knowledge and experience from the title of previous posts held, you must provide examples.

This is a Competence based selection process. In this application form you will be asked to provide examples to demonstrate how you meet 5 key Competencies for this role. The Candidate Information Pack contains guidance on how to approach a competency-based process and details of all the competencies which have been identified as relevant to this role.

Please note that if all sections of the application form are not completed in full, we may be unable to proceed with your application. **You must restrict your examples for each criterion to 400 words maximum.** Any characters above this limit will be redacted and will not be made available to the selection panel. The layout should not be changed or altered in any way.

Only one application form is to be submitted per applicant.

Electronic versions of the application form are welcome and should be completed in Arial font size 12, the default setting. If completing electronically, applicants must comply with the default settings. Any attempt to alter the form may render your application invalid and it will be excluded from consideration.

Handwritten or typewritten applications should be legible and completed using black ink. If handwriting or typewriting, applicants must keep within the space provided for each section.

Supplementary material such as CVs, letters, or any other information in place of, or in addition to, completed application forms will not be accepted.

Applications will not be considered until after the closing date. We would advise you to retain a copy of your application for your own information.

It is your responsibility to demonstrate clearly on your application form how you satisfy the selection criteria.

Only those applicants who have met the selection criteria and obtain a score at or above the pass mark will be called for interview.

Personal Details	
<b>Title</b> (Prof/Dr/Mr/Mrs/Ms/etc.):	
<b>Surname:</b>	
<b>Forename(s):</b>	
<b>Known Name:</b>	
<b>Former Surname(s) (if any):</b>	
<b>National Insurance No.</b>	
<b>Permanent Address:</b>	
<b>Postcode:</b>	
<b>Contact Telephone Number (include STD Code):</b>	
<b>E-mail address:</b>	
<b>Address for correspondence (if different from above):</b>	
<b>Postcode:</b>	

**Employment History: Please supply the information below in relation to your previous employment**

Organisation	Date appointed	Date ended	Responsibilities



## Criterion 1: Values

Supports the values aims and ethos of HCT in promoting a positive Good Relations experience for children and young people in a caring and communal atmosphere.

Is customer-focused, committed to providing a high level of service to users, funding bodies and the community.

**Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)**

## Criterion 2: Financial Management

To oversee the financial management and administrative activities of HCT and maintain and develop project administrative and finance systems, ensuring compliance with all statutory and legal requirements.

To prepare, in a timely fashion, invoice payments (via cheque or bank transfer) for approval and signoff by HCT official signees.

To maintain, in a timely fashion, Sage accounting systems and spreadsheets necessary for project and office management.

To meet the requirements of the financial procedures laid down by HCT and by funding organisations.

To ensure that proper financial records are maintained, including project income and expenditure, payroll, expenses and petty cash.

To perform regular bank reconciliations and prepare monthly spreadsheets for the preparation of management and statutory accounts.

To maintain a system of financial and operating controls in order to safeguard the assets of the trust.

To operate Sage payroll and all aspects relating to wages and salaries.

**Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)**

### Criterion 3: Project Administration

Maintain financial and administrative records relating to projects and prepare reports for the Project Manager and for funding organisations relating to project income and expenditure.

Coordinate project calendared events, ensuring that the necessary paperwork and planning are in place to facilitate their success.

Coordinate meetings with funders and stakeholders on behalf of HCT.

Process project referrals, groups, waiting lists.

**Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)**

#### Criterion 4: Reception

To act as the first point of contact for service users, volunteers and stakeholders and represent the organisation in a professional and helpful manner.

Answer incoming telephone calls and voice messages, ensuring they are documented and redirected accordingly.

Provide basic IT systems support to staff and liaise with our external IT consultant to ensure the problem solving, good maintenance and operation of the IT systems.

Keep an up-to-date log of hardware, profiles and O365 licenses.

**Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)**



### Criterion 5: Day-to-day Office Administration for HCT

Maintain records of all staff annual leave, TOIL, other absences from the office, sickness leave and H&S records.

Maintain expenses records for staff and volunteers.

Assist in the administration of the HCT policies within the Handbook ensuring they are reviewed and updated regularly, adding new ones, as well as ensuring staff are aware of such.

Maintain a contact database of HCT service users, staff and other stakeholders. Maintain training records for staff and volunteers, to ensure that new staff and volunteers receive induction and regulator refresher training needed for their role.

Check office post and emails daily, respond in a timely fashion or forward to the appropriate person and file them systematically.

Maintain and update the HCT website and social media with support from our external communications advisor.

**Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)**

Other	Yes/No
<p>Would you be willing to work flexible hours by arrangement when needed?</p> <p>Are you entitled to reside and work in the UK?</p> <p>The role involves direct contact with young people and vulnerable adults. Please confirm your understanding that if your application is successful you will be required to complete an AccessNI 'Enhanced' check.</p>	

Other Information				
<p>Please tick as Appropriate:</p> <p>Have you ever been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974?</p> <div style="text-align: right;"> <table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table> </div>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<p>Are you subject to any legal, criminal or statutory investigations or actions, or have any pending?</p> <div style="text-align: right;"> <table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table> </div>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<p><b>If you have ticked yes to any of the above please provide details below:</b></p> <div style="height: 150px; border: 1px solid black;"></div>				



## INTERVIEW ARRANGEMENTS

Interviews are scheduled to take place in person at a date to be confirmed. At present it is planned that these will take place in May 2024 at Glebe House, 23 Bishops Court Road, Kilclief BT30 7NZ but this may need to be modified and candidates will be notified in good time.

Please detail in the box below any dates on which you would **NOT** be available for interview. We will endeavour to accommodate applicant's requirements. However, candidates should be aware that Harmony Community Trust may not be able to offer an alternative date.

## DISABILITY REQUIREMENTS

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for interview or take up an offer of appointment. The selection panel will only be advised of any adjustments they need to know about in order to manage the interview process.



## DECLARATION AND SIGNATURE

I understand that a candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, dismissal.

I have read the statutory disqualifications relating to this appointment and I am satisfied that my candidacy is legitimate.

I declare that the information I have given in support of my application as recorded in this application form is true and complete to the best of my knowledge. I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time which would render any such statements untrue, then my tenure of office may be terminated.

I understand that, if appointed, I must raise any probity or conflict of interest issues that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.

I note the information provided in the Privacy Notice below and understand and accept that the information I have provided will be processed by the Harmony Community Trust, in accordance with Data Protection legislation, for the purposes of making this appointment.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Information Regarding General Data Protection Regulation

**Why are you processing my personal information?**

Your contact details are required for the purposes of a competition to appoint to the Administrator role.

**What categories of personal data are you processing?**

Contact details.

**Where do you get my personal data from?**

From the application form you will have submitted.

**Do you share my personal data with anyone else?**

The relevant details from your application form are anonymised and shared with an independent assessor who may be part of the sifting panel.

**Do you transfer my personal data to other countries?**

No.

**How long do you keep my personal data?**

If you are successful in the competition, your details will be retained for three years after the end of your tenure in post.

If you are unsuccessful, your details will be retained for three years from the close of the competition.

**What rights do I have?**

You have the right to obtain confirmation that your data is being processed, and access to your personal data.

You are entitled to have personal data rectified, if it is inaccurate or incomplete.

You have a right to have personal data erased and to prevent processing, in specific circumstances.

You have the right to 'block' or suppress processing of personal data, in specific circumstances.

You have the right to data portability, in specific circumstances.

You have the right to object to the processing, in specific circumstances.

**How do I complain if I am not happy?**

If you are unhappy with how any aspect of this privacy notice, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):



Information Commissioner's Office  
The Information Commissioner's Office – Northern Ireland  
3rd Floor, 14 Cromac Place, Belfast BT7 2JB  
Tel: 0303 123 1114