



## **Candidate Information Pack Project Administrator (part-time)**

Thank you for your interest in the role of **Project Administrator** for Harmony Community Trust (HCT) based at Glebe House.

Harmony Community Trust is committed to the principles of appointments based on merit. Independent assessment, openness and transparency are integral parts of our process and HCT is committed to providing equality of opportunity for all individuals. All reasonable adjustments will be made to accommodate the needs of applicants with a disability.

If you would like to speak to someone in connection with any aspect of the process or if you require an application pack in a different format, such as large print, audio etc. please email us at <mailto:recruitment@glebehouseni.org>. We look forward to receiving your completed application.

### **The contents of this pack are:**

Section 1: Overview of Harmony Community Trust

Section 2: Job Description for Project Administrator

Section 3: Person Specification for Project Administrator

Section 4: Application and Selection Process

Annex A: Competence Based Interviews



## Section 1: Overview of Harmony Community Trust

### **Our purpose**

Since 1975 Harmony Community Trust (HCT) has been promoting social inclusion and positive community relations. We are a registered charity, working with children, young people and adults to contribute to a peaceful, fair, inclusive society that respects diversity; a society that values each person's humanity, dignity, aspirations and needs; one in which people challenge sectarian, national, ethnic or social stereotypes, and challenge disadvantage, marginalisation and exclusion; a society in which each person can be an agent of positive change in their own life and the lives of others.

### **Our focus**

Harmony Community Trust is based at Glebe House, in an area of outstanding natural beauty by the shore of Strangford Lough at Kilclief in County Down. From here we provide a shared, safe environment where people of all ages can come together to work, play, develop relationships and have fun.

We do this by providing residential facilities, programmes, and activities which enable people to come together and overcome the barriers put up by poverty, disadvantage, social exclusion, isolation and divisions in society.

HCT is currently rebuilding its work following the impact of funding cuts in 2023 and this is an exciting opportunity to help rejuvenate and shape our work.

The contribution of a diverse group of committed volunteers is essential to our work at Glebe House and providing opportunities for meaningful and effective voluntary service is an important element of our programmes.

### **Our core values**

Since its inception, Harmony Community Trust has been guided by a set of core values:

- respect
- equality
- diversity
- inclusiveness
- health and wellbeing
- cooperation
- trust
- friendship
- fun



The Trust gives expression to these values in its dealings with all stakeholders: the adults, young people and children who come to Glebe House; volunteers; employees of the Trust; partner organisations; visiting groups and individuals, and the local community of Kilclief, the Lecale area and more widely in Down and Ards.

**HCT's core activities are to:**

- provide a shared, safe space that is welcoming and which supports and challenges the people who use it
- develop and run its own personal development and good relations programmes with adults, young people and children
- develop and deliver activities and learning opportunities that help build participants' confidence, resilience, wellbeing and self-esteem
- provide opportunities to other organisations and groups to run programmes and activities using Glebe House facilities and resources, as well as those in the local area
- promote cross-community programmes and projects concerning local history and environmental understanding, respect and sustainability, as part of our common natural and cultural heritage
- address problems of rural isolation and
- afford opportunities for effective voluntary service

## Section 2: Job Description for the Project Administrator

The purpose of this role is to maintain and oversee the financial and administrative systems for HCT projects and office systems and to act as the first point of contact for service users, volunteers and stakeholders.

### **Responsibilities include:**

To promote the values, aims and objectives of Glebe House/HCT and work within the ethos of the Trust, which includes promoting positive good relations, social development and volunteering.

### **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.

### **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.

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



Co-ordinate meetings with funders and stakeholders on behalf of HCT.

Process project referrals, groups, waiting lists.

### **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.

### **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.

Develop and maintain a contact database of HCT service users, staff and other stakeholders.

Develop and 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.

### **Terms and Conditions**

The post is part time.

Salary is £24,000 per annum pro rata.

Pension and annual leave arrangements will be agreed on appointment.

### Section 3: Person Specification for the Project Administrator

<p><b>Values</b></p>	<p>Supports the values aims and ethos of HCT in promoting a positive Good Relations experience for service users, colleagues and other stakeholders.</p> <p>Is customer-focused, committed to providing a high level of service to users, funding bodies and the community.</p>
<p><b>Financial Management</b></p>	<p>Demonstrates experience and ability to manage finance systems including project income and expenditure, payroll and accounting (Sage) ensuring compliance with statutory and legal requirements.</p> <p>Demonstrates both experience and the ability to perform regular bank reconciliations and prepare monthly office and project cashflow spreadsheets for the preparation of management and statutory accounts.</p> <p>Demonstrates the ability to meet the requirements of the financial procedures laid down by HCT and by funding organisations.</p>
<p><b>Communication &amp; Engagement</b></p>	<p>Can evidence the ability to communicate effectively with a wide range of service users and other stakeholders both verbally and in writing, varying the style of communication to meet the needs and preferences of different people.</p> <p>Demonstrates the ability to build relationships with funders and stakeholders and represents the organisation in a professional and helpful manner.</p> <p>Demonstrates the ability to be the first point of contact with all stakeholders, understanding their needs and responding in a helpful and professional manner.</p>
<p><b>Project Administration</b></p>	<p>Demonstrates experience and ability to 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.</p> <p>Demonstrates experience and the ability to co-ordinate project meetings and activities, ensuring that the necessary paperwork and planning are in place to facilitate their success.</p>

<b>General Administration</b>	<p>Demonstrates the ability to take responsibility for the day-to-day administration of the organisation, developing and maintaining systems to ensure that our Human Resources are effectively managed and recorded in compliance with all statutory and organisational requirements.</p> <p>Demonstrates the ability to develop and maintain a stakeholder database for HCT enabling the organisation to promote our services and develop relationships.</p>
<b>Teamwork</b>	<p>Can evidence the ability to support Council members, staff, volunteers, facilitators and sessional staff working on the programmes, and to show reliability and resilience in difficult circumstances. Remains calm and confident and responds logically and decisively in difficult situations.</p>
<b>Professional Approach</b>	<p>Demonstrates a commitment to best practice and the ability to ensure that proper standards are maintained in accordance with the Policies and Procedures of Glebe House / HCT, in particular the Safeguarding and Health &amp; Safety Policies.</p>
<b>Other</b>	<p>Evidences the ability to maintain and update our website and social media platforms.</p> <p>Is willing to work flexible hours when needed.</p> <p>Is willing to undertake any of the tasks associated with the administration of the organisation.</p>

### **Necessary conditions for this role**

The successful candidate must be entitled to reside and work in the UK.

The role involves direct contact with young people and vulnerable adults. The successful candidate must complete an Access NI 'Enhanced' check.



## Section 4: Application and Selection Process

### 4.1 Completed application forms should be emailed to

[recruitment@glebehouseni.org](mailto:recruitment@glebehouseni.org) applications must be received by 12 noon on Friday 10th May 2024. Late applications will not be accepted.

The time of receipt of applications will be formally recorded and acknowledged.

To ensure equality of opportunity for all, applications will not be examined until after the closing deadline. In addition, CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will not be accepted.

In completing the application form you must use Arial Font Size 12. The layout of the application form should not be changed or altered in any way. Any attempt to alter the form may render your application invalid.

Applicants invited to interview will not be eligible for reimbursement of travelling expenses.

### 4.2 Following submission

- All applications received by the deadline will be anonymised prior to review by the selection panel to determine those applicants suitable for interview.
- Applicants will be informed of the outcome following the sift stage.
- Applicants deemed suitable will be invited to attend an interview and assessed against the person specification (approx. 40 minutes).

### 4.3 Selection panel and interview

The panel will consist of three persons and will be chaired by the Chair of Harmony Community Trust.

Following interview, applicants whom the selection panel assess as not deemed suitable for appointment will be advised of the panel's decision once all interviews are complete.

The successful candidate will be contacted. Please note that successful candidates will be expected to complete an Access NI Disclosure Certificate application form to enable a Basic Clearance check to be carried out (further information on Access NI and Disclosure Certificates can be found at [www.accessni.gov.uk](http://www.accessni.gov.uk)). As this can take a number of weeks the candidate may be appointed subject to a satisfactory completion of the Basic Clearance check.





#### **4.4 Feedback**

Harmony Community Trust is committed to ensuring that the process used is fair and transparent. Feedback requests should be directed to the Chair of the Interview Panel, who will be responsible for providing feedback in respect of decisions taken at sift stage as well as at interview.

All requests for feedback are welcome and can be made at any stage of the competition.

#### **4.5 Privacy notice**

Harmony Community Trust is fully committed to complying with the terms and principles of the Data Protection Act 2018 (the Act) which came into force on 23 May 2018.

#### **4.6 Other Information**

You will be asked at interview stage to declare if you have been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974, subject of any legal, criminal or statutory investigations or actions, or if any are pending; adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years; dismissed from any public office over the past 10 years; disqualified from acting as a company director or in the conduct of a company, or are under investigation in relation to a potential directors disqualification; a director, partner or manager of a company which has gone into liquidation, receivership or administration.

## Annex A: Competence-Based Interviews

Competence-based selection is currently the most common method of making appointments in Northern Ireland. What this means is that the onus is on you to provide evidence of workplace or personal performance which demonstrates that you can perform to the specified standard.

Under each of the person specification headings in the application form you will be asked to provide specific and relevant examples of past actions and behaviour which illustrate how you meet the requirements of the role.

It's not just what you have done – but also how you did it. You can use examples from your working life or your personal life including any private, voluntary or community work you are or have been involved in.

It is not sufficient to simply list the various posts that you have held. Assumptions will not be made from the title of your post or the nature of your organisation as to the experience, qualities and skills gained.

You should structure your responses by setting a context for your examples, explain what you were trying to achieve, describe what you actually did and why, indicating your own individual contribution, and outline the outcome or results.

The following model may help you structure your examples and express them in a logical manner:

**Challenge:** Describe a specific example(s) that relates to the competence. Use actual examples, rather than 'how you would do something'.

**Context:** Explain the context or background to the example. Who else was involved? What were the particular circumstances etc.? (e.g. colleagues, clients, shrinking budget, low morale).

**Action:** Outline the specific actions you took to meet the challenge and how you behaved. If your example includes activities undertaken by a team, focus on your unique role and not that of the team as a whole. Avoid statements that describe your personal beliefs or philosophies.

**Result:** Describe the outcome that you achieved.