Application Form

Job Title Communications and Administration Assistant (Part-time, 22.5 hours a week, working Monday, Tuesday and Thursday)

Location Based at the Inter Church Centre, 48 Elmwood Avenue, Belfast, and required to travel throughout the island of Ireland for meetings and events

Responsible to General Secretary

Salary Scale £11,599 - £13,412 (Based on £19,332 - £22,354 FTE)

Main function of job To provide effective communications and administrative support to all aspects of the organisation

Expected start June 2018

Interviews 23 April 2018

**PLEASE DO NOT SUBMIT A CV**

Personal Details

|  |  |
| --- | --- |
| Surname |  |
| Title |  |
| Forename(s) |  |
| Address |  |
| Postcode |  |
| Tel. No.  |  |
| Mobile |  | Business (if appropriate) |  |
| Current Salary |  |

Employment Record

Please record your last five jobs. Give brief particulars of the positions you have held and the experience you have obtained. Please start with your present or most recent employer. Please provide reasons for any gaps in your employment. You may wish to submit this information in a sealed envelope with your name and marked “Confidential ER”

| **Dates** | **Employers Name, Location****and Type of Business** | **Duties, Status and****Nature of Work** | **Reason for Leaving** |
| --- | --- | --- | --- |
| **From** | **To** |
|  |  |  |  |  |

Educational Background

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Date** | **Subject taken** | **Grade** |
| GCSEsNVQs or equivalent |  |  |  |
| A Levels or equivalent |  |  |  |
| Degree or equivalent |  |  |  |

|  |
| --- |
| **Any additional qualifications gained (eg professional, vocational or training programmes attended)** |
|  |

Additional Information

| Please indicate any other information in addition to the Applicant’s Specification, which you feel may be helpful in assessing your suitability for the position and the duties outlined in the Job Description.  |
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|  |

References

Please include details of your current/most recent employer in addition to one other referee. Referees must not be related to you. Any offer of employment will be made subject to the receipt of satisfactory references.

|  |  |  |
| --- | --- | --- |
| **Name and Position of Referee** | **Capacity in which known to Referee**  | **Address and Telephone Number** |
|  |  |  |
|  |  |  |

If you have any criminal convictions which are not regarded as spent under the Rehabilitation of Offenders Act 1974, please give details in a separate, sealed envelope, marked “confidential”.

Do you have a driving licence? **Yes/No**

Are you a British subject or national of any EU country? **Yes / No**

Do you need a work permit to work in the UK? **Yes / No**

Essential Criteria

1. Qualifications and Knowledge

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| --- |
| A degree in a relevant discipline (e.g. Communications, Media, PR, Journalism, Humanities). A degree in another field with relevant professional experience in a communications related environment may be considered. |
| Excellent computer skills in Macintosh or Microsoft platforms |
| Excellent knowledge of Microsoft Word and Excel or Apple Pages and Numbers |
| A knowledge of the ethos, culture and practice at least one of our member churches |

1. Relevant Experience

|  |
| --- |
| Experience of maintaining and developing content for websites  |
| Experience of using social media to promote events |
| Experience of adapting written content for a specific audience |
| Experience of working independently |

1. Personal Attributes

|  |
| --- |
| Exceptional writing and communication skills |
| Ability to relate to a wide cross section of people |
| Good organisational and collaborative skills  |
| Proven ability to meet deadlines while working under pressure |
| Reliability and integrity |
| Openness to new ideas and to learning new skills |
| Willingness to perform additional tasks as required on occasions  |

1. Physical Requirement

|  |
| --- |
| Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability) |

1. Special Requirements

|  |
| --- |
| Evidence an understanding of and commitment to working within the Christian inter-church ethos of the Irish Council of Churches |
| Willing and able to work occasionally outside of office hours and travel to meetings in the Republic of Ireland |

Desirable Criteria

1. Qualifications and Knowledge

|  |
| --- |
| Experience in strategic planning of communications through a variety of media |
| Knowledge of editorial use of photography and images |
| Practical knowledge of professional design and multimedia software packages for example InDesign, Photoshop, Illustrator or equivalent |

1. Relevant Experience

|  |
| --- |
| Experience of writing articles or press releases for news or media |
| Previous professional experience in an administration or communications role |
| Experience of proof reading and sub-editing content |
| Experience of the voluntary, church or charity sector |
| Experience of taking minutes |
| Experience of in event planning/management |
| Experience of reception duties and dealing with complex enquiries |

Declaration

To the best of my knowledge and belief the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant to the application. I understand that if I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.

Signature of Applicant: …………………… Date: …………………………

Please ensure you have completed all elements of this application, providing evidence and examples where required, and return your completed application to **:**

The General Secretary, Irish Council of Churches, 48 Elmwood Avenue, Belfast BT9 6AZ

*E-mail: generalsecretary@churchesinireland.com*

***by 12 noon on Friday 6th April 2018***

*Signed PDFs by email are acceptable.*