



## **ADMINISTRATION OFFICER - Temporary Post - Ref: AO24T - (9 - 12 months)**

Thank you for your enquiry regarding the full-time temporary position of Administration Officer with Girls' Brigade Northern Ireland Ltd for a period of 9 - 12 months.

Please find enclosed: Application Form, Equality Monitoring Form, Job Description, and Person Specification detailing Essential and Desirable Criteria.

We will accept completed applications by no later than **12 noon on Monday, 22<sup>nd</sup> April 2024** with the completed Equality Monitoring forms to Debra via e-mail [debra@gbni.co.uk](mailto:debra@gbni.co.uk) or by post marked:

"To be opened by addressee only"  
Mrs Debra Gribbon  
The Girls' Brigade Northern Ireland Ltd  
C2 Kilbegs Business Park  
Fergusons Way  
Antrim  
BT41 4LZ

**For equality purposes, CVs or late entries will not be accepted or considered.**

We anticipate that the selection process will involve a series of short practical assessments and an interview process, full details of this will be provided to shortlisted candidates.

The anticipated timetable for recruitment is as follows:

Shortlisting: **Monday, 22<sup>nd</sup> April 2024**

Interviews: **Wednesday, 24<sup>th</sup> April 2024**

This post will be subject to a three-month probationary period.

Any enquiries should be directed to Debra:

E-mail: [debra@gbni.co.uk](mailto:debra@gbni.co.uk)

Main telephone: 028 9454 8054

Mobile: 07384 257134

We look forward to receiving your completed application form.

*Girls' Brigade NI is a Christian organisation, and our employees need to understand and be willing to work within the Christian ethos and values of GBNI.*

*Girls' Brigade NI is an Equal Opportunities Employer. We welcome applicants from all backgrounds and apply the merit principle in the selection procedure for employment with the organisation.*



## JOB DESCRIPTION

**Job Title:** Administration Officer - Temporary Post - Ref: AO24T

**Responsible to:** Admin Team Leader

**Salary Scale:** NJC Scale 4 SCP 7 - SCP 11

General admin duties includes maintaining appropriate confidentiality on information relating to Members, colleagues, and Girls' Brigade affairs.

### Membership admin

- Assisting with general enquiries.
- Assisting with compiling information for District AGMs.
- Input all District Booklet information into WebFiling, checking, reporting, and following up on inconsistencies.
- Managing profile accounts for WebFiling users, including @gbni.co.uk email links and finding a company section on the website. Processing documentation as required.
- Coordinate the issuing, and processing of Annual Returns and Assessments.
- Monitoring and issuing The Duke of Edinburgh's Award brooches and certificates.

### Company related admin

- Building and maintaining databases for mailings. Assisting with collating and distributing mailings to Members for all departments as required - including preparation of mail merges, printing certificates, and packing resources.
- Updating the online booking system - adding new courses, adding in manual bookings, and providing up-to-date attendance lists to relevant staff members upon request. Deleting old bookings annually for all courses. Chasing and recording any outstanding payments.
- Handling requests from the website to access to Leaders' Section.
- Assisting with the recording and updating of the Asset Register.
- Proofreading all forms of correspondence.
- Assisting with uploading updated documentation on the Resources Section of the GBNI website.
- Assisting with the GBNI social media campaign.
- Drawing up evaluation forms, inputting feedback and producing analysis reports as required.
- Assisting with the preparation of Board Meetings, annual GBNI AGM, Commissioning Services - Refreshments, presentations, catering and printing.
- Assisting with the preparation of reports for GB Europe and GB International.

#### Customer Service duties

- Always speaking courteously to all Members of the public/volunteers.
- Assisting callers and colleagues in a friendly and professional manner.
- Communicating with colleagues, GB Members and others via email, telephone, and post.
- Handling incoming telephone calls, dealing with general enquiries where possible and transferring calls as appropriate.
- Handling and recording incoming and outgoing mail.
- Responding to emails, maintaining info@gbni.co.uk email address, handling general enquiries, and forwarding emails to relevant staff as appropriate.
- Maintaining stocks of stationery and equipment.
- Carrying out a weekly fire alarm test.
- Handling equipment hire requests.
- Submitting monthly electric meter readings.
- Working as a team to assist each other at busy times of the year.

This job description provides a framework for the role and should not be regarded as a definitive list of duties and responsibilities, which will develop and change over time through natural progression.

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## PERSON SPECIFICATION

**Post: Administration Officer**

### Essential Criteria:

- ⊗ 5 GCSE 'O' levels including English and Maths at grade C or above (or equivalent).
- ⊗ Competent in use of Microsoft Suite of packages including MS Word, MS Excel, MS PowerPoint and Office 365.
- ⊗ Experience with mail-merge and formatting documents.
- ⊗ Competent use of internet, email/calendars using MS Outlook.
- ⊗ Good written and verbal communication skills.
- ⊗ Good organisational ability.
- ⊗ Ability to work to deadlines.
- ⊗ Ability to prioritise and manage your own workload.
- ⊗ A full clean Driving Licence and access to a car.
- ⊗ The Girls' Brigade NI is a Christian organisation, and our employees need to understand and be willing to work within the Christian ethos and values of GBNI. We welcome applicants from all backgrounds and applies the merit principle in the selection procedure for employment within this organisation.

### Desirable Criteria

- ⊗ Desktop publishing skills.
- ⊗ Experience of the following packages: Adobe InDesign or Canva.
- ⊗ An understanding of the Girls' Brigade programmes.
- ⊗ Qualification in Proofreading.
- ⊗ Qualification in Social Media.
- ⊗ Any other qualification that may be relevant to the post.



APPLICATION FORM  
Confidential

Girls' Brigade NI, C2, Kilbegs Business Park, Fergusons Way, Antrim, BT41 4LZ  
Tel: 028 9454 8054 - Web: www.gbni.co.uk

Post: Administration Officer -  
Temporary Cover (A024T)

Reference Number  
(GBHQ use):

A024T/

**Applications must be made on this form. CVs will NOT be accepted.**

*The Girls' Brigade NI is a Christian organisation, and our employees need to understand and be willing to work within the Christian ethos and values of GBNI.*

*We welcome applicants from all backgrounds and apply the merit principle in the selection procedure for employment within this organisation.*

For monitoring purposes, please state where you heard about this post:

Personal Details

PLEASE WRITE CLEARLY IN BLACK INK

Surname:		Title e.g. Mr/ Mrs/Ms/Miss/ Other	
Forename(s):			
Name commonly used:			
Address:			
Town:		Postcode:	
Daytime Tel No:		Evening Tel No:	
Mobile:		Email:	

Please specify any special arrangements you will need to attend an interview.			
Do you have a full, current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details of any Endorsements:	
Do you have access to a car?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you able to work flexible patterns?		Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Education

Type of Educational Establishment (Post Primary only)	Dates	
	From:	To:
School	September 1998	June 2005

Qualifications - Please give details of secondary / higher education qualifications gained

Qualification	Subject	Grade	Year

COMPUTER SKILLS	Please indicate ✓ your level of computer literacy			Software e.g. MS Word / Excel / Access / PowerPoint / Canva
	Basic	Moderate	Advanced	
Word Processing				
Spreadsheets				
Databases				
Desktop Publishing				
Email				
Other				

**Details of relevant training courses attended**

Course Title	Training Provider	Date/Year

**Membership of institutes, professional bodies etc.**

Institute/Body	Year of Membership

**PRESENT OR MOST RECENT EMPLOYMENT**

Name and Address of Employer				Key Responsibilities of Post	
Job Title					
Dates Employed	From		To		
Current Salary / Salary on Leaving					
Notice Period Required					
Date available					
Reason for Leaving					

Previous Employment - Please give details of your previous employments beginning with the most recent:

Name & address of employer	Dates of employment	Job title & brief description of duties	Reason for leaving	Salary



We short-list *only* on the information that you provide on this application form. As well as the information on your qualifications and experience that you have given above, please state in the boxes below how you meet the criteria laid down for this position, giving specific examples of what you have done in these areas. (*Additional pages may be used if required*)

5 GCSE 'O' levels including English and Maths at grade C or above (or equivalent).

Competent in use of Microsoft suite of packages including MS Word, MS Excel, MS PowerPoint and Office 365.

**Experience with mail-merge and formatting documents.**

**Competent in use of internet and email/calendars using MS Outlook.**

**Good written and verbal communication skills.**

**Good organisational ability.**

**The ability to work to deadlines.**

**The ability to prioritise and manage your own workload.**

**DESIRABLE CRITERIA**

**Desktop publishing skills.**

**Experience of the following packages: Adode InDesign or Canva.**

**An understanding of the Girls' Brigade programmes.**

**Qualification in Proofreading.**

**Qualification in Social Media.**

**Any other qualification/s that may be relevant to the post.**

## CRIMINAL CONVICTIONS

Please note that a criminal record will not necessarily be a bar to obtaining a position with the organisation. A copy of our Recruitment of Ex-Offenders Policy is available on request.

Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) Amendment Order (Northern Ireland) Order 2019? Yes ☐ No ☐

If yes, please provide details:

If the position you have applied for is a regulated position for safeguarding/child protection purposes, the successful applicant will be subject to an AccessNI Enhanced Disclosure (EDC) check on appointment.

Again, if the position requires an AccessNI EDC, please note that we will check the Children’s Barred list, to see if you are permitted to work in a regulated activity with children.

It is a criminal offence for a person to work with a group from which they have been barred from working.

It is also an offence for an employer to hire a person to work in a regulated activity with children if they have been barred from doing so.

Is there any reason why you cannot work in regulated activity? Yes ☐ No ☐

If you have answered ‘Yes’, please provide details:

(please sign and date here)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All sensitive and personal Disclosure information complies fully with AccessNI’s Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure Applications and information, which comply fully with the Data Protection Act 2018 and other relevant legislation. A copy of GBNI’s AccessNI - Disclosure Handling & Security Policy is available on request together with a copy of our AccessNI Policy Statement.

AccessNI has a Code of Practice that can be found at <https://www.nidirect.gov.uk/publications/accessni-code-practice> with its Privacy Statement appearing as a pop-up.

## REFERENCES

Please provide the names and addresses of two individuals from whom we may obtain character and work experience references. At least one should be your current or most recent employer.

Referee 1		Referee 2	
Name:		Name:	
Occupation:		Occupation:	
Address:		Address:	
Town:		Town:	
Postcode:		Postcode:	
Tel No.:		Tel No.:	
Email:		Email:	

May we ask your present employer for a reference, if required? YES ☐ NO ☐

*I certify that all the information that I have given in this application form is correct. In submitting this application, I agree that The Girls' Brigade Northern Ireland Ltd may use the personal data contained within for recruitment, human resource management and training purposes.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this application form by email to Debra Gribbon at [debra@gbni.co.uk](mailto:debra@gbni.co.uk) or by post - marked

**"To be opened by addressee only"**

Mrs Debra Gribbon  
The Girls' Brigade Northern Ireland Ltd  
C2 Kilbegs Business Park  
Fergusons Way  
Antrim  
BT41 4LZ

Closing date for receipt of applications:  
Monday, 22<sup>nd</sup> April 2024 at 12 noon.

Shortlisting: Monday, 22<sup>nd</sup> April 2024.  
Interviews will be held on Wednesday, 24<sup>th</sup> April 2024.

For equality purposes, CVs or late entries will not be accepted or considered.



## Equal Opportunities & Fair Employment Monitoring

*in strictest confidence*

The **Girls' Brigade Northern Ireland** is an EQUAL OPPORTUNITIES EMPLOYER. We do not discriminate on the grounds of religious belief or political opinion, nor on the grounds of gender, marital status, disability, or race. We operate the merit principle to recruit the best person for the job.

In accordance with the *Fair Employment (Monitoring) Regulations (Northern Ireland) 1999*, we need to monitor the perceived religious community background of job applicants, and we would ask you therefore to complete this form. If you answer this questionnaire, you are obliged to do so truthfully as it is a criminal offence to knowingly give false answers under these Regulations.

Compliance with GDPR: These forms enable GBNI to fulfil its duties under Fair Employment legislation. Additionally, Regulation 17 requires employers to keep written information related to monitoring for three years after an employee leaves employment.

Please note that this information will NOT be made available to those involved in short-listing or interviewing and will be held in the strictest confidence.

### 1 Perceived Religious Affiliation

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am a member of neither the Protestant nor the Roman Catholic Community

Other (please specify)


### 2 Gender

I am Female ☐ Male ☐

### 3 Date of Birth     /     /

#### Age Band

16-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 51-60 ☐ 61-65 ☐ 66+ ☐

### 4 Cultural / Ethnic Origin

Bangladeshi ☐

Black African ☐

Black Caribbean ☐

Black Other, please specify ☐

Chinese ☐

Indian ☐

Mixed Ethnic Group, please specify ☐

Pakistani ☐

White (English, Irish, Scottish, Welsh),  
please specify ☐

Any other not listed, please  
specify ☐

Once you have completed this form, please add your personal reference number and e-mail to [corporate@gbni.co.uk](mailto:corporate@gbni.co.uk)

FOR CONFIDENTIAL PURPOSES, PLEASE ENSURE YOUR REFERENCE NUMBER IS INCLUDED ABOVE.

