APPLICATION PROCESS & BENEFITS

To apply for this position, please complete the attached application form and employee monitoring form. A copy of your CV should also be included to complete your application**. Incomplete applications will not be accepted**.

Email your completed/signed application form and CV to melanie.doherty@bitcni.org.uk

**The closing date for receipt of applications is Tuesday 1 December 2020 @ 5:00 pm**

Diversity and Inclusion

Business in the Community embraces, respects and values the difference in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone, and one that enables every employee to flourish and realise their potential.

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| **What are the benefits of working at BITC?** |
| **What are my hours?** | The standard working day is 09:00-17:00 with an hour for lunch each day. Flexible arrangements are possible. |
| **How much holiday do I get?** | Annual leave starts at 25 days per year and after 5 years it goes up 1 day per year until you have 30 days per year. |
| **Will you help me develop?** | We provide ongoing learning and development for everyone at BITC. |
| **Are there financial benefits?** | We offer an interest free season ticket loan; we also offer membership to the HMRC cycle hire scheme across the UK. |
| **Can I get childcare vouchers?** | Yes, BITC participates in the HMRC recognised childcare vouchers salary scheme.  |
| **Will I be able to save for a pension?** | Yes, we operate a group personal pension scheme. BITC will contribute up to 6% of salary and the individual contributes a minimum of 2.5%. We operate this as a salary exchange and BITC also contributes the resulting NI saving into your pension. |
| **What if something happens to me?** | Payment of four times the annual salary will be paid to the estate of any individual in the event of death while they are employed at BITC. |
| **On completion of a satisfactory probationary period we offer staff**  |
| **What about my wellbeing?** | We offer membership of Westfield Health with Business in the Community paying Level 1 membership for all employees with the option for staff to upgrade their level. |
| **Perks** | Perks is an online employee benefits platform that works with great retailers to provide market-leading offers and discounts to UK employees |
| **Business mobile phone** | We offer business phones to team members who meet a set criteria. |

JOB DESCRIPTION

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| **Role**  | Programme Co-ordinator |
| **Department**  | Education & Jobs |
| **Contract**  | Permanent |
| **Location** | Bridge House, Belfast |
| **Reports to****Salary** | Head of Education and Jobs£17,500.00 - £19,500.00 P/A |

Who we are?

We exist to build healthy communities with successful businesses at their heart. Business in the Community (BITCNI) – the Responsible Business Network in Northern Ireland – is a business-led membership organisation made up of progressive businesses of all sizes who understand that the prosperity of business and society are mutually dependent.

In the spirit of being a responsible business, our members are signed up to:

**Being the best, they can** be in delivering social, environmental and economic sustainability across all areas of their business.

**Joining with other businesses** to bring together their collective strength and be a force for good.

What we do

We set a course for responsible business.

We use our Responsible Business Map to guide members on a journey of continuous improvement, working across the whole responsible business agenda. From community engagement to employment, diversity and the circular economy, we offer expert advice and specialist resources, driving best practice by convening, sharing learning and recognising great performance across our influential Network.

Through participation in Business in the Community’s ground-breaking campaigns and programmes, businesses can collaborate and help to bring about lasting change on a wider scale which benefits both business and society.

This team works with schools, colleges, universities and community employability organisations to deliver exciting education and employability projects to help raise aspirations and develop skills for work’.

Purpose of Job

To provide an efficient and professional programme support service to the Education & Jobs team.

To provide an efficient and professional telephone and receptionist service to the BITC team, visitors to the office and tenants.

To support the Executive Team and BITC NI Board meeting preparation/actions.

To support the Operations Director as required in the running of the office.

Main Responsibilities / Accountabilities

1. To provide a professional, confidential and efficient administrative support service to your programme area/areas of work, carrying out duties as allocated by the managers that you support.
2. To support your campaign team as they transition elements of programmes to virtual delivery models.
3. To ensure a high level of customer service to member companies, external partners and agencies, suppliers, Bridge House tenants, team members and any other customers.
4. To manage your workload effectively, providing timely feedback on tasks and seeking support if targets/tasks are behind.
5. To use office resources to ensure maximum efficiencies and in particular our suite of Microsoft packages, our CRM database and other IT systems.
6. To provide weekly reception cover when office is open, as per the agreed rota and to arrange cover in your absence.
7. To provide a high level of diary management support to the managers that you work with. This will include making phone calls, checking diaries internally, scheduling meetings, booking rooms, carrying out meeting related tasks such as invoicing, printing, setting reminders and making reminder calls.
8. To provide a high level of support in the organisation and co-ordination of events and virtual events, and to attend such events when appropriate. Occasionally this may involve unsocial hours and travel.
9. To organise and participate in regular team and campaign meetings and to record action points for such meetings as appropriate and carry out relevant follow up actions.
10. To support the production of monthly and quarterly reports and to keep relevant systems up to date on an ongoing basis.
11. To manage regular telephone calls and phone rounds – setting up appointments, following up correspondence, making enquiries and gaining confirmation of attendance at events and meetings.
12. To produce and edit presentations to a high standard for members of the team(s) you support.
13. To provide induction support to new members to your programme area, including basic IT training.
14. To manage regular mailings and e-mailings, ensuring that our CRM database system is up to date and all information is accurate and current.
15. To ensure that meeting rooms are prepared in advance of external meetings including any IT set up requirements.
16. To provide telephone support on an ongoing basis, answering external and internal calls in a professional and efficient manner whilst ensuring effective use of and reference to the office diary system.
17. To communicate effectively with your team members including efficient use of regular one-to-one meetings; via your appraisal; timely updates both face to face and via email.
18. To contribute to the promotion of health, safety and security within your workplace. To consider and manage the safeguarding of any young people or vulnerable adults that you or your team come into contact with through your work.
19. To develop a comprehensive knowledge of BITC’s procedures and policies and to adhere to these.

Do note that the programme/team area that you support can change in line with business need and additional tasks or projects may be added as the business grows and/or gains new contracts.

The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

**Special working conditions**

The post holder may be required to work remotely, or from home on occasion. Home working will require the appropriate desk/working set up in line with health and safety guidelines which will be outlined at induction.

Diversity and Inclusion

Business in the Community embraces, respects and values the difference in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone, and one that enables every employee to flourish and realise their potential.

PERSON SPECIFICATION

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| **Experience** | * Proven track record of working in a project co-ordinator/administrative role, ability to work with people from different work backgrounds and at different levels, managing your own workload and having the ability to work on your own and as part of a team
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| **Essential Skills** | * English Language GCSE Grade C or equivalent \*
* At least two years’ recent experience working in an administrative role
* RSA Stage 2 typing/word processing or equivalent
* Strong IT skills, including experience of Microsoft Windows applications and experience of using virtual platforms to run events such as webinars etc
* Excellent numeracy, literacy and proofreading skills
* Excellent communication and telephone skills/manner
* Excellent time management and organisational skills and the ability to work on own initiative
* Good writing skills and the ability to initiate business correspondence
* Ability to deal with people at all levels
* Excellent interpersonal skills
* A team player who can adapt to change
* Access to transport for business use
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| **Desirable Skills** | * Additional qualifications and experience relevant to a career in the administrative field
* At least three years’ recent experience working in a similar role
* Relevant IT certificates/qualifications
* Experience of working with schools or educational setting
* Experience of CRM systems
* Programme Management experience
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| **Personal attributes** | * Enthusiastic and keen to learn and develop
* Committed to customer service
* Attention to detail and committed to working to a high standard
* Flexible, positive and pro-active approach to work
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| **Behaviours** | * Act in accordance with Business in the Community’s values:
* Creativity
* Passion
* Collaboration
* Integrity
* Recognise the implications of working within a charity
* Be enthusiastic and keen to learn and develop
* Show commitment to customer service
* Give attention to detail and be committed to working to a high standard
* Demonstrate a flexible, positive, pro-active and open-mindedness approach to work
* Give feedback and support
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APPLICATION FORM

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| **Position:**  | Programme Co-ordinator | **Applicant ref:** |  |

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| **Where did you hear about this position?** | NIjobs [ ]  | BITC website[ ]  | Community NI [ ]  | Social Media [ ]  | Other [ ]  |
| **Closing date/time** | Tuesday 1 December 2020 @ 5:00 pm |
| **Return application to:** | Melanie Doherty: E-mail: (melanie.doherty@bitcni.org.uk)  |

Please print clearly in black ink or complete in font size 11 and do not change the format of the application form. **A copy of your CV should be included with this application**. Incomplete applications will not be accepted.

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| **Personal details** |

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| Title (Mr, Mrs, Ms, Miss, Dr etc) |  |
| Forename |  |
| Surname |  |
| Full postal address |  |
| Town |  |
| Postcode |  |
| Home telephone number |  |
| Mobile telephone number |  |
| E-mail |  |
| National Insurance number |  |
| Do you require a work permit to work in the UK? | [ ] Yes [ ] No |
| Do you have a full current driving license?Car/access to a form of transport available for business use | [ ] Yes [ ] No[ ] Yes [ ] No |
| Date available to start work? |  |
| Current salary | £  |
| Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event you are invited to attend for interview. If you would prefer to discuss this with us, please telephone Melanie Doherty on 028 9046 0606 as soon as possible. |
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| **References** |

Please name two referees (not relatives) and at least one of who should have knowledge of your present work and be in a supervisory/managerial capacity. (Please note that one of these references needs to be from your current/previous employer).

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| **Referee 1** |
| **Name** |  |
| **Job title** |  |
| **Organisation** |  |
| **Address** |  |
| **Town** |  |
| **Postcode** |  |
| **Contact number** |  |
| **E-mail address** |  |
| **Can we contact this referee immediately without prior arrangement with you?** | [ ] Yes [ ] No |

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| **Referee 2** |
| **Name** |  |
| **Job title** |  |
| **Organisation** |  |
| **Address** |  |
| **Town** |  |
| **Postcode** |  |
| **Contact number** |  |
| **E-mail address** |  |
| **Can we contact this referee immediately without prior arrangement with you?** | [ ] Yes [ ] No |

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| **Education** |

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| **Secondary Education (do not give name of school)** | **Dates from/to** | **Subject(s)** | **Grade** |
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| **Further Education** |

Give details of all further education beginning with the most recent

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| **College/University** | **Dates from/to** |  | **Grade** |
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| **Further Education/Qualifications/Formal Training** |

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| **Courses** | **Dates from/to** | **Subject(s) taken** | **Grade** |
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| **Professional Membership(s)**  |
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| **Employment History** |

Beginning with your most recent employer, list details of your employment history including any periods of unemployment and continue on an additional sheet if necessary

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| **Employer name, address, telephone number and contact name** | **Dates of employment** | **Position held and brief description of duties, targets and achievements** | **Reason for leaving** |
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I hereby give permission to contact the employers listed above concerning my prior work experience (If there is a particular employer(s) you do not wish us to contact, please indicate).

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As part of the application process you are required to provide specific examples of how you meet the essential criteria. The information you provide will be used for shortlisting. Failure to provide sufficient information/detail may mean that your application will not be shortlisted.

**Please complete the following questions, indicating how you meet the criteria, providing relevant examples and how you would apply this to the role.**

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| **1.** | Briefly outline your experience to date and how you feel it relates to this role as outlined in our job description and the person specification |

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| **2.** | Outline your experience of providing support to a team of people and how you managed your workload and worked on own initiative when required |

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| **3.** | Outline your IT experience and knowledge giving specific details of your experience in the use of Microsoft packages, CRM systems and using virtual platforms to run events such as webinars |

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| **4.** | Outline your experience in dealing with a range of external contacts and stakeholders at all levels |

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| **5.** | Give an example of when you demonstrated excellent project management skills |

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| **6.** | Outline any experience you have of providing support in a school/educational environment or any skills/experience that you feel would be transferable to this setting  |

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| **Declaration** |

I hereby declare that the statements contained in this application are, to the best of my knowledge true and correct. I agree that any misrepresentation by me will lead to the withdrawal of any offer of employment.

I consent for the information on this form will be collected, stored and processed by Business in the Community in line with the Fair Employment and Treatment (NI) Order 1998 and provisions of the Data Protection Act (1998) and GDPR regulations (2018). I understand that my applications will be stored for up to a 12-month period in line with the above legislation.

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