

Dear applicant

**Application for the post of Office Administrator**

Thank your interest in the above post. In this pack you will find:

* application form
* job description
* person specification
* equal opportunities monitoring form
* declaration of criminal records form
* additional information
* George House Trust’s Values, Vision & Mission Statement

If you require the application pack, or any of our other materials, in a different format to support your ability to make an application please contact us.

All applications must reach us by **9am** on **Monday 13th May**. Applications received after this time will not be considered.

Interviews will take place on **Tuesday 21st May**.

We will aim to inform all shortlisted candidates of their interview date and time by **Thursday 16th May.**

Regrettably we are unable to contact unsuccessful applicants.

If you would like further information, please contact the office on 0161 274 4499.

Please send ALL your completed forms by email to: **phillip@ght.org.uk**

or by post to:

APPLICATIONS, GEORGE HOUSE TRUST

75 -77 ARDWICK GREEN NORTH

MANCHESTER M12 6FX

Many thanks for your interest in George House Trust.

Yours sincerely

Neal Sharpe

Interim Joint Executive Director

**Application Form**

**Post applied for: Office Administrator**

Please complete every section of this form and remember to link your information to the Person Specification.

This page, and the equal opportunities monitoring form, will be removed prior to shortlisting of applications.

**About You**

Surname

Other Names

Address

Telephone Number(s)

E mail

**Declaration**

“I agree that George House Trust may use the information provided in this application form for monitoring purposes. I agree that George House Trust may ask my referees for comments on my suitability for the post and request details of my attendance, sickness and salary. In submitting this application form, I confirm that the information I have given is correct and complete and that misleading or untruthful statements will result in my dismissal if they become known after my appointment.”

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| --- |
| For electronically submitted forms, you will be asked to sign if invited to interview.**Signed Date**  |

**Why do You Wish to Work for George House Trust?**

Please explain your motivation for applying for the role and why you wish to work for George House Trust

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| You do not need to fill the whole page if you do not need to |

**Work and/or Voluntary Experience**

Please list any previous jobs you have had, beginning with the most recent, and any voluntary work you have done which you feel is relevant to this application.
Please use additional sheets as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates****from/to** | **Job title & employer’s name and address** | **Key responsibilities** | **Salary on leaving** |
|  |  |  |  |

**Skills and Knowledge**

Please provide evidence of your skills and knowledge capabilities against EACH of the points in the person specification. Please structure your example using bullet points, providing specific examples from your professional and / or voluntary experience.

Please use additional sheets as necessary.

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| You do not need to fill the whole page if you do not need toPlease continue on next page if you need to |

**Qualifications**

Please tell us about any qualifications you have.

|  |  |  |
| --- | --- | --- |
| **School/college/other** | **Qualification Level** | **Subject** |
|  |  |  |

If you wish, add any further information that you would like us to consider in support of your application. Use this section to highlight any difficulties you may have experienced in completing this form so that we are able to take this into account during the shortlisting process**.**

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| Please continue on next page if you need to  |

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| You do not need to fill the whole page if you do not need to |

**References**

Please give us the names, addresses and telephone numbers of two people, including your current or latest employer who would be willing and able to be contacted to verify the information you have given and to let us know their assessment of your ability to carry out this job.

Please tick if you would like us to contact you first before we contact these references.

|  |  |
| --- | --- |
| **Referee One** | **Referee Two** |
| Name:Job title:Address:Telephone Number(s):E mailCan we contact this person prior to interview? YES/NO | Name:Job title:Address:Telephone Number(s):E mailCan we contact this person prior to interview? YES/NO |

All information will be stored confidentially and separately from your personnel file and will be destroyed once a recruitment decision has been made. If you wish, you can separate this form from your application and post it marked Private & Confidential to **Neal Sharpe, Interim Joint Executive Director, George House Trust, 77 Ardwick Green North, Manchester M12 6FX.**

**Declaration of a Criminal Record Form**

|  |  |
| --- | --- |
| Your Name |  |
| Role you are applying for: **Office Administrator** |
| ***‘This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact*** [***Nacro***](https://www.nacro.org.uk/resettlement-advice-service/support-for-employers/asking-about-criminal-records/#ask) ***for further advice.*****Do you have any unspent convictions?**  | Yes [ ]  No [ ]  |
| If yes, please give details of offences, penalties, disposal and dates. | Approx. date | Court or Police Force dealing with offence |
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Please continue on a separate sheet if necessary

**Equal Opportunities Monitoring Form**

The information submitted on this form is treated in the strictest confidence and is used for monitoring purposes only. The information will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be used solely to monitor the diversity of George House Trust’s recruitment regarding Equality and Diversity issues. You may choose to return this form with your application form, in which case it will be removed immediately, or you may wish to send it under separate cover. You may also choose not to answer certain questions, however all information you can share with us is very useful to ensure we are achieving equality and diversity within our recruitment procedures.

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| --- | --- |
| Job Reference  | Office Administrator |

|  |  |
| --- | --- |
| Gender | Male[ ]  Female[ ]  Transgender [ ]  Do not wish to disclose[ ]  |

|  |
| --- |
| Ethnic Group (please tick appropriate box) |
| WhiteWhite British [ ]  White Irish [ ]  White any other White background [ ]  |
| MixedWhite and black Caribbean [ ]  White and black African [ ]  White and Asian [ ] Any other mixed background [ ]  |
| Asian or Asian BritishIndian [ ]  Pakistani [ ]  Bangladeshi [ ]  Any other Asian background [ ]  |
| Black or Black BritishAfrican [ ]  Caribbean [ ]  Any other Black [ ]  |
| Chinese or other Ethnic GroupChinese [ ]  Any other - please state |
| Do not wish to disclose [ ]  |

|  |
| --- |
| Sexual Orientation |
| Gay [ ]  Lesbian [ ]  Bisexual [ ]  Heterosexual [ ]  Do not wish to disclose [ ]  |

|  |  |
| --- | --- |
| Age |  **years months** |
| Date of Birth |  **/ /** |
| Do not wish to disclose |  |
| Do you consider yourself to be disabled under the Disability Discrimination Act?(The Disability Discrimination Act defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”.) |
| Yes [ ]  No [ ]  Do not wish to disclose [ ]  |

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| --- |
| Where did you hear about the vacancy? |
|  |

If you give permission, we will collate this information anonymously and pass it onto our funders. This form will be stored separately from your application form.

“I am happy for this information to be collated and shared with funders.” [ ]

Please tick the box if you agree.

Thank you for sharing this information.



**Job Description**

**Job Title:** Office Administrator

**Hours:** 14 hours per week

**Contract Type:** Initially 12 months from appointment, with the possibility of extension

**Salary:** £17,364 FTE NJC SCP19

£ 6,946 (14 hours pro rata)

**Location:** Manchester

**Accountable to:** Interim Joint Executive Director

**Terms and Conditions:** George House Trust terms and conditions apply

**Main Purpose of Post**

**To provide administrative support to the staff and the Interim Joint Executive Directors to ensure the effective operation and provision of office and premises-based systems, processes and hardware.**

* Managing stationery stocks and supplies of other sundry items
* Responsibility for scheduling contracted maintenance visits
* Responsibility for identifying routine building maintenance needs and scheduling appropriate repairs
* Responsibility for overseeing existing contract schedules e.g. utilities/alarm monitoring etc. and the research of alternative suppliers with a view to identifying cost savings and/or added value
* Shared responsibility (with the Finance Support Administrator) for administering room hire enquiries and bookings made by external organisations
* Maintaining and updating supplier and/or other relevant records either by hard-copy file or electronically
* Providing other appropriate office-related support to staff members as directed by the Interim Joint Executive Directors
* Responsibility for editing content on the George House Trust website as and when required
* Responsibility for the routine testing of fire alarms/emergency lighting etc.
* Ensuring that all devices and/or equipment required to facilitate internal or external events are available, accessible and in working order and replacing them where necessary
* Providing other appropriate office-related support to the Interim Joint Executive Directors

• Any other tasks as directed by the Interim Joint Executive Directors

**General**

* To participate in team meetings and act in accordance with agreed office practices and to share administrative support and administration of all agreed office systems
* To carry out all tasks in line with George House Trust policies and to uphold these at all times
* To respect and maintain confidentiality at all times
* To carry out other work, appropriate to the level and nature of the post, as agreed by the organisation, in response to changing needs and circumstances

**Terms and Conditions**

George House Trust terms and conditions apply.



**Person Specification**

**Job Title:** Office Administrator

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| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **KNOWLEDGE/ QUALIFICATIONS** |  |  |  |
| Grade C or above in GCSE Maths & English  | **√** |  | Application Form  |
| NVQ/RQF in administration  |  | **√** | Application Form Interview |
| **EXPERIENCE** |  |  |  |
| Experience of working in an administrative position were confidentiality is paramount | **√** |  | Application FormInterview |
| Experience of managing competing priorities and deadlines | **√** |  | Application Form Interview |
| Experience of working in a office environment. |  | **√** | Application Form |
| Experience of working with Civi client management system |  | **√** | Application Form  |
| **SKILLS & ABILITIES** |  |  |  |
| Ability to work in a systematic and well-organised manner | **√** |  | Application FormInterview  |
| ICT literate, proficient in Microsoft Office Word & Excel | **√** |  | Application FormInterview  |
| The ability to assess, plan and prioritise work  | **√** |  | Application Form Interview |
| Strong verbal and written communication skills | **√** |  | Application FormInterview  |
| The ability to communicate effectively and appropriately with a wide range of stakeholders | **√** |  | Application Form Interview  |

|  |  |  |  |
| --- | --- | --- | --- |
| The ability to work on own initiative and to take responsibility for own decisions | **√** |  | Application Form Interview |

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| --- | --- | --- | --- |
| **PERSONAL ATTRIBUTES** |  |  |  |
| A commitment to working within George House Trust’s service delivery ethos of respect, empowerment and inclusion | **√** |  | Application Form Interview |
| A commitment to embracing diversity and challenging HIV stigma and discrimination | **√** |  | Application Form Interview |
| Flexibility to respond to changing circumstances | **√** |  | Application Form  |
| Commitment to and understanding of working for a voluntary organisation | **√** |  | Application Form Interview |
| Willingness and ability to carry out all tasks in line with George House Trust policies and to uphold these at all times | **√** |  | Application Form |



Additional Information

George House Trust is the HIV voluntary organisation for the North West of England. We exist to support adults who are living with or affected by HIV.

At present we are supporting over 2000 people per year, making us the largest HIV support charity outside London.

We were founded in 1985 as “Manchester AIDSLine” and are the UK’s second oldest HIV charity (after the Terrence Higgins Trust).

We have a long record of campaigning and lobbying to secure the best possible quality of life for all people with HIV and to challenge discrimination against people with HIV.

The support we offer includes: one to one advice, information and support, treatment advice, volunteer community support, financial support, special courses and events, and peer support group spaces.

Our income comes from a variety of sources: local Government, central Government, charitable trusts, lottery distribution bodies, fundraising, donations and earned trading income. We have a robust income strategy in place, which is reviewed and monitored bi- monthly.

George House Trust is part of the PaSH (Passionate about Sexual Health) Partnership along with BHA for Equality and LGBT Foundation, delivering Greater Manchester’s Sexual Health Improvement Programme.

*Employment at George House Trust*:

New employees are subject to a six-month probationary period.

Full time staff work a 35 hour week, normally Monday to Friday, though some evening and weekend work is necessary.

Our current opening hours are 9.00am to 8.00pm on Mondays and 9am to 5pm on Tuesdays, Wednesdays, Thursdays and Fridays.

All staff are entitled to 33 days leave per annum, including Bank and Public Holidays, pro rata based on contracted hours.

Because of the nature of the duties the post holder will be expected to undertake, you are required at the short-listing stage to disclose details of any unspent criminal convictions. Only relevant convictions/information will be taken into account. Any failure to disclose relevant information could result in dismissal or disciplinary action by the organisation.



**The values and vision of George House Trust**

**Values**

George House Trust believes in dignity, respect, empowerment, integrity, recognising difference and being passionate about our work.

*Dignity*

We believe that to treat someone with dignity is to treat them as being of worth in a way that is respectful of them as valued individuals.

We also believes that where dignity is present people feel in control, valued, confident, comfortable and able to make decisions for themselves.

*Respect*

We believe that this is best demonstrated by a willingness to show consideration and appreciation for the feelings, wishes or rights of others

*Empowerment*

We believe in empowerment as a goal for all service users in order to have the freedom to act, think, respond, initiate and make decisions.

*Integrity*

We treat people with integrity through being honest and having strong
principles.

*Recognising difference*

We recognise that each individual is unique. We explore these differences in a safe, positive and nurturing environment and make an effort to understand each other beyond simple tolerance, to embrace and celebrate the diversity of difference between each individual.

*Being passionate about our work*

Our passionate approach means we put energy, enthusiasm and excitement into our charity and its services. Our ambition is materialised into action to put as much heart, mind, body and soul into our work.

**Vision**

George House Trust’s vision is for all people living with HIV in the North West to live happy and healthy lives, and be free from stigma and discrimination. Our vision is for all people to know their HIV status and to be HIV aware.



**Mission Statement**

* We will provide good quality services to people living with HIV, which enable them to feel empowered and able to live happily and healthily with HIV.
* We will raise awareness of HIV, promote safer sex and encourage all sexually active people in the North West to know their HIV status.
* We will ensure that HIV is prioritised by public bodies across the North West, given that it has the biggest population of people living with HIV outside of London.
* We will challenge HIV stigma and discrimination and promote a better understanding of HIV.