

Background of developmentplus

Lincoln Community Development Worker Project (trading as developmentplus) is a community development organisation which has worked across the County of Lincolnshire since 1997. We are a registered charity and company limited by guarantee. We work alongside people in their community, facilitating their involvement in decisions that affect their lives, supporting them to identify and develop initiatives that they feel will improve their quality of life socially, environmentally, economically and through learning. All of our work is based on the values of community development, working alongside people and not imposing our views on them but valuing their skills and abilities, ensuring their participation and providing opportunities for their personal development. Our purpose is to help communities develop, through the use of community development skills, and we recognize that there are communities of interest and geography, and we will work with both.

Vision

To help, empower and support people through community projects and engagement across the County of Lincolnshire

Aim

- To inspire the development of community groups and facilities, whilst building self-esteem, confidence and a sense of mutual responsibility.
- To promote education and training opportunities for individuals and groups with the aspiration of improving the local economy.

Objectives of developmentplus

- To empower residents in the community to acknowledge, talk about and address their health issues, including signposting them to the relevant health professionals.
- To provide programmes of training and support to enable individuals to overcome personal barriers.
- To work with strategic partners to tackle deprivation across Lincoln and Greater Lincoln.
- To develop volunteers to ensure sustainability of support groups/community groups.

JOB DESCRIPTION

Administrator – 2 Year Fixed Term Contract – Starting W/C 3rd July 2017

Purpose of the job

The purpose of the job is to provide administrative support to the General Manager

1. Organising / arranging Trustees meetings – taking minutes, sending out minutes and ensuring that all partners are up to date with information.
2. Updating Company Website and Social Media platforms (Facebook & Twitter).
3. Carry out reception duties when necessary- answering telephone, welcoming visitors and preparing refreshments.
4. Order and maintain office supplies.
5. Deal directly with providers / suppliers relating to the maintenance of equipment (e.g. photocopier)
6. Support with event planning (Including AGM)
7. Dealing with correspondence and post
8. Supporting the maintenance of Health and Safety standards
9. Helping with documentation and administration relating to Community Training Courses.
10. Undertake any such duties that may be determined from time to time within the general scope of the post. Duties outside the general scope of the post will be required only with the agreement of the post holder

Working conditions

The Administrator will be based in our offices at the Queens Park Community Hub, South Park, Lincoln, LN5 8EW. The post will be offered for 14.8 hours per week, worked flexibly, on NJC salary scale pt 18. (Salary scale pt 18 would be £17,772 for a full time post). There is a three month probation period. Annual leave entitlement is 34 days per annum (including bank holidays) pro rata.

Person Specification

Experience	Essential	Desirable
<ul style="list-style-type: none"> ➤ 2 years experience of administrative work ➤ Experience of working in a similar community setting ➤ Comprehensive experience of I T packages ➤ Experience of working as part of a team 	X X X	 X
Qualifications	Essential	Desirable
<ul style="list-style-type: none"> ➤ Literate & numerate ➤ Office Administration / Business Administration ➤ ICT Qualifications 	X 	 X X
Skills & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> ➤ Ability to communicate well, both verbally and in writing ➤ Ability to work on own initiative, being responsive, pro-active and versatile ➤ Organisational skills ➤ Communication skills ➤ I T skills – word processing, internet / email/WordPress 	 X X X X X	



POST: Administrator
CLOSING DATE: Friday 2nd June 2017, 12 noon
INTERVIEWS: W/c 12th June 2017

Enclosed with this form you have the following; job description, person specification, Equal Opportunities monitoring form, and Criminal Records Bureau form. For further information about developmentplus see: www.developmentplus.org.uk

PLEASE COMPLETE IN BLACK INK OR TYPE AND RETURN IT TO:

Post: Lynsey Collinson, General Manager, developmentplus, Queens Park Community Hub, South Park, Lincoln, LN5 8EW
Email: lynsey.collinson@developmentplus.org.uk

1. PERSONAL DETAILS

First Initial	Surname
Address	
Telephone number - daytime	Telephone number – evening
Email:	



2. REFERENCES – one of whom you work for (paid or unpaid) or have recently worked for. *Please note; referees will only be contacted when the post is offered.*

Name:

Name:

Position:

Position:

Address:

Address:

Telephone Number:

Telephone Number:

Email:

Email:

3. QUALIFICATIONS. Please give details of education/ training and qualifications gained at school and in further / higher education that are relevant to this post.

4. EMPLOYMENT HISTORY. Please give details of your most recent employment, paid or unpaid, and others that are relevant to this post.

5. Please describe the software packages that you use regularly?

6. Personal Statement - tell us why you think you are the best person for the job?

Please continue on a separate sheet if necessary

7. When would you be able to commence employment if offered the post?

8. If you were interviewed, would you need any assistance in the process, eg hearing loop?

9. Do you require a work permit to work in this country and if so have do you have the relevant paperwork?

10. Declaration

- The information given on this form is true and accurate to the best of my knowledge
- I have read or had explained to me and understand all the questions on the form

SIGNATURE:

DATE:

Please note that successful applicants will be subject to an Enhanced Criminal Records Bureau check. In order to proceed with this as quickly as possible, please provide the following information. Any information given will be kept confidential and used only in connection with the application.

Title		
Full name including any middle names		
Any alternative names you have also been known by		
Address and date moved in		
Any other addresses you have lived at in the last 5 years (please continue if necessary)		
Dates	Address	
<p>Do you have any Criminal Convictions, cautions, Reprimands or Warnings? (Please see information below regarding the Rehabilitation of Offenders Act 1974)</p> <p>Please note that this post will require you to work with people under the age of 18 and over the age of 65. You should therefore declare all convictions with dates & sentence, including those that are 'spent'.</p> <p>We may withdraw an offer of employment if you do not give details of previous unspent convictions or spent convictions where appropriate.</p>		<p><i>Please continue on a separate sheet if necessary</i></p>

Under the Rehabilitation of Offenders Act 1974, if someone has been convicted of an offence and is not convicted again during a specified period, the conviction becomes 'spent'. A conviction becomes spent after a certain length of time which depends upon the sentence and your age at the time of conviction. A spent conviction need not be mentioned on your application form or at interview unless you are applying for a post in one of the following areas:

Solicitor, Chartered or Certified Accountant, working with people under the age of 18 or over the age of 65, people suffering from serious illness or mental disorder of any kind, people addicted to alcohol or drugs, people who are blind, deaf or speech impaired and people who are substantially and permanently handicapped by illness, injury or deformity; work relating to leisure or recreational activities for people under the age of 18 if you would have access to people under the age of 18.

Please return in the envelope provided to developmentplus, Queens Park Community Hub, South Park, Lincoln, LN5 8EW