## 

**Administrative Assistant**

**Salary:**  £9,750.00 pa (£24,050.00 FTE) plus access to pension and healthcare schemes

**Hours:** Part Time (15 hours per week)

**Probation:** 3 months

**Driving:** Ability to be mobile across the county and in areas where public transport might not be available

**Contract:** Fixed term to 31st July 2025 with a possible extension to 31st July 2026 (subject to funding)

**Location:** Based at Philanthropy House, Priestly Court, Staffordshire Technology Park, Stafford, ST18 0LQ

**Closing Date:15th April 2024**

**Interviews:** **W/C 22nd April 2024** at Philanthropy House, Priestly Court, Staffordshire Technology Park, Stafford, ST18 0LQ

**The Organisation**

Staffordshire Council of Voluntary Youth Services (SCVYS) was established in 1982 by a small group of voluntary youth organisations across Staffordshire and Stoke on Trent initially as a support network. SCVYS provides a range of services to member organisations supporting them in their dedicated service of children and young people and ensuring a strong representative voice for the Voluntary Youth Sector across Staffordshire.

SCVYS membership has grown to over 200 member organisations (Feb 2023) with over 800 weekly local delivery sessions to approximately 25,000 children and young people between the ages of 0 and 25 years, delivered by 8,500 volunteer leaders.

Our aim is to help voluntary youth groups to advance the informal education, social development and empowerment of children and young people so they can develop their full potential as responsible individuals and to promote five positive outcomes for children and young people: Staying Safe; Being Healthy; Enjoying and Achieving; Making a Positive Contribution; Experiencing Economic Well-Being.

**Our Vision**

A county where all children and young people thrive and their value and contribution are recognised.

**Our Mission**

Supporting the children and young people’s voluntary sector in Staffordshire to be safe, strong and sustainable.

**Our Values**

Committed to excellence, Inspiring, Reassuring, Knowledgeable, Dedicated and Supportive

**Who we are looking for**

We are looking to recruit an Administrative Assistant to perform a variety of administrative and clerical tasks, providing support to the Operations Manager and the wider SCVYS team.

**Recruitment and Selection Guiding Principles**

SCVYS is committed to working closely with Staffordshire Safeguarding Children and Adults Boards and The Safe Network to develop and implement policies and procedures that reflect national and

local best practice in Recruitment and Selection and take into account our responsibilities under the Equality Act 2010 and any other relevant legislation or guidance appropriate to our organisation.

**Benefits**

**Annual leave**: 25 days per annum, plus 3 fixed days to be taken between Christmas and New Year (pre-defined), plus statutory public holidays (all pro rata)

**Flexible working**: Possible upon successful completion of training and probationary period

**Pension**: Workplace pension scheme subject to eligibility criteria and made up of employer and employee contributions

**Health**: Access to staff health scheme

**Training & Development Opportunities:** Personal development training is reviewed at each supervision meeting and there is a staff training budget

**Parking**: Free parking is available at SCVYS’ office

**How to apply**

Complete the application form **(CVs, open references and testimonials are not accepted)**

If you have any queries regarding our vacancy or would value a conversation to find out more or require any support please contact Debbie Mason Operations Manager on 01785 240378 or e mail [office@staffscvys.org.uk](mailto:office@staffscvys.org.uk).

SCVYS has a role to develop and support voluntary action to create and sustain voluntary youth provision and positive contribution opportunities for young people. The organisation’s developmental role involves the delivery of advice and guidance to the voluntary youth sector on appropriate Governance, Training related to working with children and young people, creation of Volunteering Opportunities and Programme Development. This is delivered through a programme of events, activities and opportunities developed by the SCVYS team in partnership with its members.

**Job Description and specification**

**Responsible to:**  Operations Manager

**Responsible for:** No line management responsibilities

Your primary role will be to provide administrative support to the Operations Manager and the wider SCVYS team, ensuring the efficient day to day operation of the SCVYS office.

### Key Tasks

1. Act as a DBS counter signatory and support with the processing of DBS applications for SCVYS members and external organisations. (full training will be provided)
2. Respond to member telephone and e mail queries in a timely and efficient manner.
3. Support the planning, organisation and administration of member training events, liaising with venues, trainers and member organisations.
4. Support with the planning of larger events such as Annual General Meetings and Funding Fairs, liaising with venues, funders and utilising event ticketing platforms such as Eventbrite.
5. Support with the production and distribution of a quarterly news update for members utilising marketing and automations platforms such as Mailerlite and Mailchimp.
6. Support with the generation of monthly invoices for services provided.
7. Support with the update of Sage 50 software for the charity’s accounting purposes.
8. Support with the update and maintenance of SCVYS website.
9. Support with the update of social media platforms
10. Support with SCVYS member annual census gathering exercise.
11. Support with the administration of staff holiday, sickness and timekeeping
12. Support with purchasing of stationery and general office supplies

### Person Specification

### A = Application I = Interview

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| --- | --- | --- | --- |
| FACTORS | **ESSENTIAL** | **DESIRABLE** | **MEASURED BY** |
| QUALIFICATIONS AND SKILLS  * Previous administration experience/qualification * Good interpersonal skills. * Customer services experience * IT literate using Microsoft package | ✓  ✓  ✓ | ✓ | **A + I**  **A + I**  **A + I**  **A + I** |
| **SPECIAL KNOWLEDGE, ABILITIES AND/OR EXPERIENCE**   * Have experience of working in the voluntary sector. * Experience of administration systems i.e. working with databases * Good organisation and event planning skills * Ability to use social media to promote SCVYS’ work | ✓ | ✓  ✓  ✓ | **A + I**  **A + I**  **A + I**  **A + I** |
| PERSONAL QUALITIES  * Ability to work as a member of a team * Ability to work on own initiative in an unsupervised capacity. * A sense of affinity to the SCVYS values: Authentic, Supportive, Dedicated, Inspiring and Committed to Excellence | ✓  ✓  ✓ |  | I  I  I |
| INTEREST AND MOTIVATION IN THE JOB  * Available to work flexibly including occasional evenings and weekends | ✓ |  | I |

**INFORMATION FOR APPLICANTS**

**Completing the Application Form**

The application form will be used to shortlist applicants when we decide whom to call for an interview.

* Please note the closing date on the enclosed copy of the job advert and the return address on the application form.
* We do not accept CV’s and these should not be included with your application. The information that you provide on your application form is the only information that we will use in deciding whether or not you will be short-listed for interview
* You must complete all parts of the application form (in black ink) and ensure that the information you provide is clear, concise and is aimed at the job you are applying for. Writing “please see attached CV” is not sufficient and your application will not be considered. Always ensure that any additional sheets are securely attached to your application and your name is clearly marked on them.
* The post advertised is based upon the Job Description and Person Specification. The Job Description lists the key responsibilities attached to the post, whilst the Person Specification outlines the qualifications, skills, experience, knowledge etc that are either essential or desirable. Please consider both these documents carefully as they indicate what we are looking for. Remember to specify on your supporting information what qualifications and skills you have that help you meet the person specification.

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| **SCVYS APPLICATION FORM** |

|  |  |
| --- | --- |
| Please complete in black ink and return to:  **SCVYS Office**  **Philanthropy House,**  **Priestly Court,**  **Stafford, Staffordshire**  **ST18 0LQ** | FOR OFFICE USE ONLY |
| Candidate Number: |
| Interview Date/Time: |
| References Obtained: |
| Result Notified: |
| **Post applied for:** | **Administrative Assistant** |
| **Closing Date:** | **15th April 2024** |

|  |  |
| --- | --- |
| **A. Personal Details** | |
| Family Name: | Title: |
| Forenames: | Home Address: |
| Tel No (day): |
| Mobile No: |
| E-mail Address: | Postcode: |
| Driving Licence Number and date of issue: | |

## Declaration of right to work in the UK

**Please note that we require all applicants to have the appropriate right to work in the UK.**

**☐** By ticking this box, I declare that I have the right to work in the United Kingdom.

I am aware that if an offer of employment is made to me, this will be subject to my providing proof of the right to work in the UK and failure to do so will result in this offer being withdrawn.

**Recruitment Monitoring Statement**

SCVYS is an equal opportunity employer and will apply objective criteria to assess potential suitability for jobs. We aim to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origins, religion or belief, age, gender, gender reassignment, maternity, marital status, sexual orientation or disability. Selection criteria and procedures are reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

In order to ensure the continued development of our equality policy, all applicants are asked to complete the information below. You are not obliged to answer all questions but the more information you supply the more effective our monitoring will be. If you choose not to answer questions it will not affect your application. The information you supply here is confidential and will be used solely for monitoring purposes. The selection panel will not see this information.

Candidate No:

|  |  |
| --- | --- |
| **B. Ethnicity –tick the appropriate option to indicate your ethnic background** | |
| * Asian Indian * Asian Bangladeshi * Asian Pakistani * Asian Other * Black Caribbean Black African * Black Other | * Chinese * Mixed: White and Black Caribbean * Mixed: White and Black African * Mixed: White and Asian * Mixed: Other Click here to enter text. * White * Any other, please write in: |
| **Nationality:** | **What is your sexual orientation?**   * Bisexual * Gay Man * Gay Woman/Lesbian * Heterosexual/Straight * Other * Prefer not to say * Prefer to self describe: (write in below) |
| **What best describes you gender?**   * Female * Male * Prefer not to say * Prefer to self describe: (write in below) |
| **Age Group:**   * Under 30 * 31-44 * 45 and over | The Disability Discrimination Act 1995 defines a disabled person as anyone who has or  has had a physical or mental impairment which has a substantial and long-term effect on  their ability to carry out normal day-to-day activities. Taking this definition into  consideration do you consider you have a disability?  **I consider myself to have a disability:**   * Yes * No   If yes, would you like to tell us more?  If yes, please describe any equipment or adaptations you consider you  may need to be made to accommodate your disability(ies) if you are appointed to this post.  If you are short listed, please describe any special arrangements which you would like the  organisation to make for your interview. |

**References**

Employment with SCVYS is offered subject to receipt of satisfactory references. Please give the

detail of two referees. One of these should be the line manager from your present or most recent employer. These should not include relatives or personal friends. **We will take up references prior to interview but not without your prior permission.**

### First referee

|  |  |
| --- | --- |
| Name |  |
| Relationship |  |
| Position |  |
| Organisation |  |
| Address |  |
| Telephone (day) |  |
| Email |  |

### Second referee

|  |  |
| --- | --- |
| Name |  |
| Relationship |  |
| Position |  |
| Organisation |  |
| Address |  |
| Telephone (day) |  |
| Email |  |

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| --- | --- |
| **Current Employment** | |
| Name and Address of current or most recent employer: | Post Held: |
| From: To: |
| Salary/Grade: |
| Please state notice period and/or earliest start: |
| Tel No: | Reason for wishing to leave or for leaving: |
| E-mail Address: |
| Please summarise the main duties and responsibilities in your current or most recent job: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employment** *(Please give details of previous posts held and include any* ***relevant*** *voluntary or unpaid work – continue on a separate sheet if required. Please explain any gaps in employment)* | | | |
| Past employer(s) most recent first | Post held and main role(s) | Dates  From To | Reason for leaving |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education and Training** *You will be required to produce original certificates/qualifications if short listed for interview.* | | | | |
| a) Secondary education, further and/or higher education, giving most recent qualification first. | | | | |
| School/College/University/Other | Qualifications and subject(s) | Level | Grade | Year obtained |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| b) Qualification(s) currently being undertaken | | | | | |
| Institution/Provider | Qualification/Level | | Subject | Exam/finish date | |
|  |  | |  |  | |
| c) Relevant training and non-qualification courses attended | | | | | |
| d) Professional Qualification(s) | | | | | |
| Qualification(s) | | | | | Date Obtained |
|  | | | | |  |
| e) Membership of professional body(ies) | | | | | |
| Name of Professional Body(ies) | | Membership Level | | Registration No. | |
|  | |  | |  | |

**Skills, experience and additional information in support of your application**

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| --- |
| Please refer to the job description and person specification.  Address each point of the person specification and evidence how you meet each requirement. We draw up a shortlist on the basis of this information. You may find it easier to group competencies. Using headings will make it easier for the panel to assess your application.  You must give demonstrable evidence of your skills and abilities, drawing on academic, professional, voluntary or personal life. Ensure that the information you give is relevant to the advertised post. |
| **Knowledge**  *Please address each point of the person specification and evidence how you meet each requirement* |
|  |
| **Experience**  *Please address each point of the person specification and evidence how you meet each requirement* |
|  |
| **Skills**  *Please address each point of the person specification and evidence how you meet each requirement* |
|  |

**SCVYS Policy on the Recruitment of ex-offenders**

**Introduction**

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders.

**Policy**

* As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), SCVYS complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
* SCVYS undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
* SCVYS can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about. This is where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
* SCVYS can only ask an individual about convictions and cautions that are not protected.
* SCVYS is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender or gender reassignment, religion or belief, sex and sexual orientation, marriage & civil partnership, pregnancy & maternity, responsibilities for dependants, age, physical/mental disability or offending background.
* SCVYS’ policy on the recruitment of ex-offenders, is made available to all DBS applicants at the start of the recruitment process.
* SCVYS actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
* SCVYS select all candidates for interview based on their skills, qualifications and experience.
* An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as
* necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
* SCVYS ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
* SCVYS also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
* At interview, or in a separate discussion, SCVYS ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
* SCVYS makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
* SCVYS undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar anyone from working with us. This will depend on the nature of the position and the circumstances and background of the offences.**

## Declaration

I certify that the information given on this application form is correct to the best of my knowledge.

I freely give my explicit consent that the information which I give may be processed in accordance with SCVYS’ registration under the Data Protection Act 2018.

I understand that information provided will be used in accordance with SCVYS privacy notice, which is available on the website.

***The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.***

**Signed: Date:**