

**St. Finnian's Church, Parish of Cregagh
Diocese of Down & Dromore**

APPLICATION PACK - Rector's Secretary

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**St. Finnian's Church, Parish of Cregagh
Diocese of Down & Dromore**

RECTOR'S SECRETARY - PART TIME

Applications are invited for the post of Rector's Secretary. Applicants must have at least 5 GCSE passes at Grade C or above (or equivalent), including Maths and English; RSA Grade II Typewriting or Word-processing (or equivalent) and a minimum of one year's secretarial or administrative experience. Applicants must be able to demonstrate proficiency in MS Office applications - Word, Excel, PowerPoint etc. Knowledge of WordPress and social media would be desirable. Applicants should have an understanding of and sympathy with the ethos of the Church of Ireland. Applicants should be able to demonstrate good communications skills both written and verbal and be able to work as part of a team

Hours: 10 hours per week. It is anticipated that these will be worked over two days.

Salary: £10.00 per hour paid monthly.

Application forms and further details are available from the Parish website www.stfinnians.org or from the Rector, St Finnian's Rectory, 3 Upper Knockbreda Road, BELFAST BT6 9QH.

Completed applications must be returned to the Hon Secretary to the Select Vestry at 30 Greycastle Manor, BELFAST BT6 9QT not later than Tuesday 11 March 2019.

**St. Finnian's Church, Parish of Cregagh
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RECTOR'S SECRETARY

JOB DESCRIPTION

The post holder is a member of the administrative staff of the Parish and is responsible to Rector.

Duties

1. To provide a secretarial and administrative service to the Rector.
2. To maintain the computerised Parish Registers and associated records.
3. To co-ordinate the production of the Parish magazine.
4. To liaise with the Parish Web Co-ordinator.
5. To maintain the Halls Bookings Diary.
6. To prepare weekly Service sheets.
7. To prepare resources for the Parish Organisations as required.
8. To provide support for Parish Office Bearers.
9. To assist in the preparation and dissemination of Parish correspondence.
10. To maintain the Freewill Offering System and to record financial contributions.
11. To order office and photocopying supplies.
12. Such other related duties as may be assigned.

**St. Finnian's Church, Parish of Cregagh
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RECTOR'S SECRETARY - PART TIME

JOB SPECIFICATION

QUALIFICATIONS

Applicants must have at least 5 GCSE passes or equivalent at Grade C or above, including Maths and English, RSA II Typewriting or Word-processing or equivalent and have a minimum of one years' appropriate secretarial and administrative experience. Applicants must be able to demonstrate proficiency in MS Office applications - Word, Excel, PowerPoint etc. Knowledge of WordPress and social media would be desirable. Applicants should have an understanding of and sympathy with the ethos of the Church of Ireland. Applicants should have good communication skills both written and verbal and be able to work within a team.

Applicants **must** specify examination grades when completing the application form.

SALARY

The rate of pay for the post is £10.00 per hour, paid monthly.

HOURS

The working week is 10 hours and it is anticipated that this will be worked over two days. The precise arrangement will be subject to agreement with the Rector.

LOCATION

The post-holder will be based in the Parish Hall.

PROBATION

The appointment is subject to the satisfactory completion of a probationary period of 6 months.

ANNUAL LEAVE

Leave entitlement for the post is 23 days, pro-rata, in addition to Statutory and Bank Holidays

TERMINATION OF EMPLOYMENT

The appointment may be terminated by either side, giving one month's notice in writing, such notice to expire on the last day of a calendar month.

PENSION

The position is subject to participation in Automatic Enrolments provisions where the enrolment conditions are met.

SICKNESS PAY & MATERNITY PAY

The Statutory provisions will apply to this post.

OFFICIAL CONDUCT

1. An employee shall not allow himself/herself to be put in a position where there could be conflict either real or apparent between his/her private interests and those of the Church.
2. An employee shall observe a proper reticence in public discussion of the affairs of the Church and Parish and refrain from engaging in any activity which might prejudice the impartial discharge of his/her duties.

CANVASSING

Canvassing in any form, oral or written, direct or indirect will disqualify an applicant.

GENERAL

The appointment will be subject to:

- (a) The production of a Birth Certificate and Examination Results for inspection;

**St. Finians' Church, Parish of Cregagh
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APPLICATION FORM for the post of

Rector's Secretary - Part-time

The closing date for receipt of application forms is no later than
Tuesday 11 March 2019.

- Please complete this form in black ink/ type.
- All information will be treated as confidential.
- CVs or other similar supporting documentation must not be submitted with the application form and any such information will not be considered. No continuation sheets will be accepted.
- Unsigned or late applications will not be accepted.

1. Personal Details

Last Name	Title (e.g., Dr/Mr/Mrs/Miss/Ms)
First name(s)	
Address (including postcode)	Telephone (Home) _____ Telephone (Work) _____ May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>

2. REFEREES

Please give details of two persons to whom reference may be made in support of your application, one of whom should be your current/most recent manager or supervisor.

Name	Name
Address	Address
Telephone Number	Telephone Number
Status (e.g., supervisor, colleague)	Status (e.g., supervisor, colleague)
May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

3. EDUCATION AND QUALIFICATIONS

Please include all types of qualifications which you currently hold - educational, technical, trade (including completed apprenticeships) and professional.

Name of School/ College/ University/ Other	Dates Attended		Main Subjects Studied	Type of Qualification Gained, if any (e.g. Degree, Diploma, GCSE)	Grade, Level, Class and/or Division, if applicable, (e.g., 2(i), Pass, Grade C)
	From	To			

4. PRESENT OR MOST RECENT EMPLOYMENT

Name and address of current/last employer	Job Title	Date of appointment
	Present salary	Notice required
Brief description of duties, to whom responsible, and number and kind of staff (if any) for whom you are/were responsible.		
Reason for leaving		

PREVIOUS EMPLOYMENT

Please provide details of previous posts held, accounting for any period not covered by the record of employment. Please state the month and year in which you started and left each post.

Previous Posts and Employers	From - To	Brief Summary of Duties	Reason for Leaving

5. ESSENTIAL CRITERIA: You must complete this section of the application form, clearly stating how you meet the essential criteria as detailed in the Person Specification. All questions must be answered. Failure to do so will result in your application being rejected.

5.1: Do you currently have 5 GCSE passes or equivalent at Grade C or above to include English and Maths? Please give details, stating the level, subject and grade achieved for each qualification.

5.2: Do you hold a qualification at Level 2 in Typewriting or Word-processing or equivalent (e.g. RSA, ECDL, GCSE)? Please give details, stating the level, subject and grade achieved for your qualification.

5.3: Please demonstrate your understanding of and sympathy with the ethos of the Church of Ireland.

5.4: Please give evidence to show that you possess excellent communication skills, both written and oral.

5.5: Please give evidence to show that you have worked as part of a team.

6. OTHER INFORMATION

Please provide any further information you wish to be taken into account when your application is considered.

7. HEALTH

Please give details, with dates, of any absence (e.g., illness or operation) which resulted in your absence from employment for more than a two week period at any time in the last three years.

8. DECLARATION

Are you related to, or do you have a close personal relationship with any member of the Select Vestry of the Parish or any employee of the parish? If so, please state the name of the individual and (if an employee) the post held.

Name: _____ Post Held (if any): _____

I declare that, to the best of my knowledge, the information given in this application is accurate and I consent to it being held on file under the terms of the Data Protection Act 1998. I understand that deliberate falsification may lead to withdrawal of any offer of employment or dismissal and that details of qualifications and employment history will be checked.

Signature of applicant _____ Date: _____

Please return completed application forms to Secretary to the Select Vestry 30 Greycastle Manor, Belfast BT6 9QT.

CLOSING DATE: 11 March