

CHURCH OF IRELAND

DIOCESE OF CONNOR

JOB DESCRIPTION

Title of post: Clerical Assistant with reception duties
Location: Church of Ireland House, Donegall Street Belfast
Reports to: Diocesan Secretary, Diocese of Connor
Responsible to: The Bishop of Connor

Job Summary

The post holder will provide a comprehensive clerical support service and fulfil reception duties in Church of Ireland House, Donegall Street, Belfast and respond appropriately to enquirers as the first person to greet visitors.

Main Responsibilities

1. General administration:-

Support the work of Diocesan teams by undertaking clerical duties as directed including preparing and arranging the dispatch of all material leaving the building either via the postal service or by other means;

2. Reception

- a. Answer telephone calls, respond to queries as appropriate and divert enquiries to appropriate staff in the building taking messages where required;
- b. Ensure that visitors presence in the building is recorded, that they are welcomed and appropriately directed to meetings in the building;
- c. Act as the first point of contact for contractors and others;
- d. Hold and update property management and health and safety Information in association with senior staff; and
- e. Ensure that the building is secured when appropriate to do so.

3. Other duties.

- a. Any other clerical duties as directed by the line manager

Terms of appointment

Salary: £16,000 - £19,000.

Current employees moving to this post will be assimilated onto the relevant point on scale according to years of service.

Term of Contract: Permanent.

Hours: Job share Full-time 9am-5.15 pm- hours available 1-5.15 pm Monday to Friday. By agreement the post holder may occasionally be required to work outside these hours.

Probationary Period: External appointees will be subject to satisfactory completion of a six month probationary period .

Pension: For existing staff moving into new posts the employer will contribute 8% of salary to personal pension scheme. The employer will comply with its obligations regarding the new pensions AUTO ENROLMENT regulations (which also require an employee contribution to be made).

Note: While the post is currently based in Church of Ireland House, Donegal Street Belfast, the postholder may be required to work anywhere in the greater Belfast area.

Note: Staff will be employed by the Joint Committee representing the Diocese of Connor and the adjacent diocese of Down and Dromore and will work exclusively as part of the Bishop of Connor's staff team but providing reception support to Church House.

CHURCH OF IRELAND

DIOCESE OF CONNOR

JOB SPECIFICATION

Title of post: Part time Clerical Assistant with Reception duties

Location: Church House

Diocese: CONNOR

Salary: £16,000 - £19,000 pro rata

	ESSENTIAL	DESIRABLE	ASSESSMENT IE APPLICA- TION, INTER- VIEW
EDUCATION & TRAINING:	<ul style="list-style-type: none"> <input type="checkbox"/> Will be required to have passed at least 5 GCSE's including Maths and English or equivalent <input type="checkbox"/> OR minimum of 5 years relevant experience in similar role 		
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Knowledge and understanding of effective office systems and processes 		

EXPERIENCE:		<input type="checkbox"/> 2 years' experience of working in a similar environment	
SKILLS & APTITUDES:	<ul style="list-style-type: none"><input type="checkbox"/> Must be able to demonstrate a good standard of literacy<input type="checkbox"/> Must be able to demonstrate good administrative skills, including the ability to manage a range of issues at the same time<input type="checkbox"/> Must have excellent IT skills, especially in relation to the storage, retrieval and processing of data<input type="checkbox"/> Will need to show they can manage their time and priorities<input type="checkbox"/> Will need to have good communication skills, to communicate with those who seek information and help by telephone or in person		

SPECIAL CIRCUM- STANCES:	<input type="checkbox"/> Must be able to work in a team, and relate well to people <input type="checkbox"/> Will need to be patient, tactful and confidential <input type="checkbox"/> Ability to work under pressure to meet deadlines <input type="checkbox"/> commitment to working within Christian ethos. <input type="checkbox"/>	<input type="checkbox"/>	
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NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom.

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