**CHURCH OF IRELAND**

**JOINT COMMITTEE**

**JOB DESCRIPTION**

**Title of post:** Receptionist with Clerical duties – Full Time

**Location:** Church of Ireland House, Donegall Street Belfast

**Reports to:** Finance & Administration Manager for the 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. *Reception***

1. Answer telephone calls, respond to queries as appropriate and divert enquiries to appropriate staff in the building taking messages where required.
2. Ensure that visitors presence in the building is recorded, that they are welcomed and appropriately directed to meetings in the building.
3. Act as the first point of contact for contractors and others.
4. Hold and update property management and health and safety information in association with senior staff.
5. ***General administration***:-

Support the work of Diocesan teams by undertaking clerical duties as directed including, but not limited to, preparing and arranging the dispatch of all material leaving the building either via the postal service or by other means.

1. ***Other duties***

Any other reasonable duties that the Finance & Administration Manager or the Bishop may from time to time require.

**TERMS OF APPOINTMENT**

* Salary: Will be in the range of £18,200 - £21,200 pa.
* Term of Contract: This is a one-year appointment but may be subject to extension.
* Hours: Generally, 9.00 am - 5.15 pm, Monday to Friday – 37.5 hours weekly. However, it is expected that the successful candidate will work flexibly to meet the needs of the Diocesan Office.
* Probationary Period: There will be a three-month probationary period.
* Pension: The employer will contribute 8% of salary to a pension scheme.
* Annual leave: 20 days plus 12 statutory days

**Note:** The successful applicant will be employed by the Joint Committee representing the Diocese of Connor and the Diocese of Down and Dromore but be managed by the Finance and Administration Manager of Connor Diocese.

**CHURCH OF IRELAND**

**JOINT COMMITTEE**

**JOB SPECIFICATION**

**Title of post**: Receptionist with Clerical Duties

**Location:** Church House

**Diocese:** Connor

**Salary:** £18,200 - £21,200 pro rata

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT**  **APPLICATION/INTERVIEW** |
| EDUCATION & TRAINING | * Will be required to have passed at least 5 GCSEs including Maths and English or equivalent * OR minimum of 5 years relevant experience in similar role |  |  |
| KNOWLEDGE | * Knowledge and understanding of effective office systems and processes |  |  |
| EXPERIENCE |  | * 2 years’ experience of working in a similar environment |  |
| SKILLS AND APPTITUDES | * Must be able to demonstrate a good standard of literacy * Must be able to demonstrate good administrative skills, including the ability to manage a range of issues at the same time * Must have excellent IT skills, especially in relation to the storage, retrieval and processing of data * Will need to show they can manage their time and priorities * Will need to have good communication skills, to communicate with those who seek information and help by telephone or in person |  |  |
| SPECIAL CIRCUMSTANCES | * Must be able to work in a team, and relate well to people * Will need to be patient, tactful and confidential * Ability to work under pressure to meet deadlines | * An understanding of the ethos of the organization |  |

**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 sale 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. This documentation should include a passport in addition to one of the following :a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom, EU;EEA or the Republic of Ireland.**

.