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| **Application Pack** |

**Programmes Administration Assistant**

**Contract: Full-time permanent**

**Salary: £22,020 - £24,373 per annum (Grade I)**

Contained within this pack you will find:

* Cover letter
* How to apply - advice on completing your Application Form
* Job Description/Person Specification
* Working at SCIAF
* Application Form
* Applicant Monitoring Form

February 2021

Dear Applicant

**Programmes Administration Assistant**

Thank you for your enquiry about the above vacancy at SCIAF. Please find enclosed further details, which will aid you in your application.

This pack contains all the information you will need to apply. Please ensure you read the guidance on how to apply before you complete the application form. It is important that you demonstrate how your skills and experience match those outlined in the person specification, as this information will be used to facilitate the shortlisting process for interviews.

You should return your completed application by email to [recruitment@sciaf.org.uk](mailto:recruitment@sciaf.org.uk). We also ask that you attach a completed copy of our applicant monitoring form, which is contained in your pack.

**Completed application forms must be received by 5pm on Monday 1 March 2021. (CVs will not be considered).**

I would like to take the opportunity to thank you for the interest you have shown in our work. If you have any queries about the selection process, please do not hesitate to contact me.

Yours sincerely

Mairi Sherry

HR Co-ordinator

**How to apply - advice on completing your application form**

*Please read these notes carefully before completing your application form.*

**Introduction**

Application forms are the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on the information contained within these forms. These advice notes are intended to help you complete your form effectively.

**General points**

* Complete the form in type or back ink. We will need to copy the form and this will help us to do so effectively.
* Before you fill out the application form, read all the information provided to you in the application pack.
* It is a good idea to make a draft before you complete the application form, and keep a copy of your final draft for your information.
* Please tell us what vacancy you are applying for and where you saw this advertised. This helps us assess our advertising methods.

**The job description and person specification**

Contained within the application pack is a job description and person specification. The job description describes the role purpose and key responsibilities of the role. The person specification gives details of the experience, knowledge, skills and abilities needed to do the job. This is perhaps the most crucial document to refer to when completing the application form. Think about whether you have the knowledge, qualities and experience to match this. Ensure that you demonstrate this in the application form, by giving short examples as evidence to back up any statements that you make. For example, I organised a new filing system for the department in May 2019, which required me to think logically and achieve the task within a set deadline.

**THE FORM**

**Qualifications & training**

As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed. If you are invited for interview you may be asked to produce evidence of your qualifications.

**Employment history**

This information may be used to assess whether or not you meet the experience required for the role. Please give details to the nearest month and year of pervious jobs held, and account for any gaps in your employment history.

**Overseas experience**

Please detail your experience of working overseas.

**Voluntary experience**

Some people have developed relevant skills through voluntary work. If you include any voluntary work, list the name and address of the group(s) involved.

**Languages**

Please outline your knowledge of languages.

**Eligibility to work in the UK**

Under the Asylum & Immigration Act SCIAF has a responsibility to ensure that all employees are eligible to work in the UK. Consequently, before you can commence work you will be expected to provide evidence of your eligibility to work in the UK. This may be your birth certificate, passport, work permit or other document confirming your right to work in the UK. We confirm that SCIAF cannot be a sponsoring employer.

**References**

At least one of your referees should be your manager from your current or most recent employer. Choose people who can say something about you and your ability to perform the key responsibilities of the role. Check that those people are willing to be referees, and inform them that you have given SCIAF their name and contact details.

**Safeguarding checks**

The successful applicant for this post will be expected to satisfy the statutory PVG vetting requirements as their duties involve working with vulnerable groups. All staff who travel overseas are PVG checked. The successful applicant will also be required to sign a safeguarding self-declaration form.

SCIAF is a member of the SCHR Misconduct Scheme (the interagency scheme for the disclosure of safeguarding-related misconduct in recruitment process within the humanitarian and development sector). The successful candidate will have to provide contact detail of all employers or others who can provide a conduct statement in relation to safeguarding, over the past five years.

Any offer of employment will be subject to these satisfactory checks.

**Signing the form**

By signing the application form you are indicating that the statements you make within it are true and complete. Making a false statement on your application may affect your future employment with SCIAF.

**Returning the form**

Please keep a copy of the form for your own information. The interview will include questions about the information you have given. Please return your completed application form to Recruitment at SCIAF by the closing date. If your form arrives late, we may not be able to consider you. Remember we are only able to measure your suitability from the information you provide. If you require any further advice on any of the above, please phone Mairi Sherry on 0141 354 5555 or email recruitment@sciaf.org.uk.

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| **Programmes Administration Assistant**  ***Grade I***  ***Contract: Full-time Permanent*** |
| **About SCIAF**  SCIAF’s vision is a just world, free of poverty, where we flourish and live in harmony with each other and all creation. Our mission is to enable the poorest to lift themselves out of poverty and work together to protect our common home, help people recover from disaster and inspire people in Scotland to put their faith into action.  As the official overseas aid and development agency of the Catholic Church in Scotland, SCIAF was established in 1965 to express the commitment and concern of the Scottish Catholic community towards poor and marginalised communities across the world. SCIAF works in partnership with local and church organisations, supporting communities across Africa, Asia, Latin America and the Middle East, to bring about lasting change. We reach out to those in need, regardless of age, race or religion and believe in supporting the whole person, including their spiritual wellbeing, political voice, cultural and community life. Our long-term development programmes are based on an outreach partnership model, which promotes localisation and strengthens the ability of the most vulnerable and marginalised people to respond to /transform their own situation, combined with appropriate advocacy from SCIAF’s Glasgow office. SCIAF also responds to humanitarian emergencies, working with local partners and via international networks like Caritas.  We currently employ 50 people and work with partner organisations around the globe. Over the next five years (2021-2025) our focus will be on deepening and widening the impact we make in people’s lives and addressing the structural issues that keep people poor. We will inspire Scottish Catholics to live out their faith, increasing their understanding of poverty and injustice, in order to build the world they want to live in, where everyone is equal and free from poverty. We will put pressure on governments and big business to create a fairer, more peaceful world.  We believe in having a just workplace for staff and volunteers of every level. We are concerned for the well-being of all staff and volunteers: physically, spiritually, mentally and emotionally. As an inclusive employer, we want our staff team to reflect the communities in which we live and work and therefore are continually striving to be more accountable to staff and all key stakeholders in particular the communities we serve.  **Integral Human Development Department (IHDD)** The purpose of IHDD, in which this post is located, is:   * Ensure the Caritas Partnership Principles underpin our work, and build authentic partnerships/relationships with all organisations and agencies with whom we work; promote ownership and localisation. * To work with partners and the communities we serve to develop and manage high quality sustainable country programmes which directly contribute to reducing poverty and injustice and which are safe, accessible, accountable, dignified and inclusive. * To design our country programmes and projects with the people we serve, taking account of their strengths and needs – not just financial, but also physical, natural, social, psychological, spiritual and human, in accordance with the principles of IHD. * To maximise SCIAF’s reach and impact by working through multipliers and networks. and through close collaboration with PED on SCIAF’s Scotland-facing education, advocacy, campaigning and fundraising. * To ensure our programmes and projects are sensitive to the different circumstances and needs of women and men, boy and girls, and support interventions that aim to transform gender relations so that women and men enjoy equality of rights and responsibilities. * To recognise the personal dignity and rights of children and vulnerable adults towards whom SCIAF has a special responsibility and duty of care and to undertake to do all in our power to create a safe environment for children and vulnerable adults and to prevent their physical, sexual or emotional abuse. * To maximise SCIAF’s income from institutional donors in support of these programme and undertake due diligence and careful grant management to ensure that both SCIAF and donor funds are correctly applied to achieve the desired objectives. * To promote a culture of learning from SCIAF’s programme work to inform future planning, ensuring that programme development builds on learning from pervious projects, promotes best practice and enhances programme quality and impact. * To apply good stewardship in the use of SCIAF’s funds taking account of available resources in deciding what can be achieved.  |  |  | | --- | --- | | Overall purpose of the role | As a member of the IHD Department which is responsible for SCIAF’s Advocacy (UK and overseas) and International Programming work overseas, the post holder role will be responsible for providing overall administrative support to the IHD Department’s Programming. This will be via support with project development, monitoring, reporting and information management; the organisation of and taking minutes at team meetings and training events; making travel arrangements for programme staff and partner visits, and co-ordinating related issues eg travel phones; supporting implementation of elements of the security management policy. The co-ordination of key document translations for the department as required. | | Reporting line | Programme Manager. | | **Direct reports** | None. (Note: the post holder will very closely with the IHDD Assistant to co-ordinate work). | | **External relationships** | Partners, sister agencies, donors, CIDSE/Caritas Internationalis; translation companies and travel agents. | | **Key responsibilities** | **Programmes/Projects**  Under the direction and supervision of the PM:   * Developing short emergency project proposals from CI appeals for global emergencies which do not fall into one of our seven country programmes as well as for several organisational grants and small missionary grants; preparing the grant funding agreements for these projects; monitoring project progress and checking final project reports to ensure they meet reporting requirements; uploading/managing project data related to these projects on PIMS (Database). * Compiling data/reports for CI and CIDSE surveys and reports in relation to programming issues. * Compiling data/reports for department programming reports for the department. * Compiling a quarterly newsletter for our overseas partners.   **Team Meetings**   * Assisting with the organisation (agenda preparation, venue, equipment organisation etc) and minute-taking of programme team meetings. * Keeping team plans up to date. * Set up 1:1 meetings for the Programme Manager with direct programme reports. * Attend external meetings as required such as webinars/information sessions offered by key stakeholders and feedback key information   **Security Management Policy Support**   * Maintain Incident Log, collating all reported incidents and keeping the log up to date; * Maintain security training log for all IHDD staff; * Maintain travel board in IHDD; * Co-ordinate travel phones, managing the stock of phones and monitoring use. * Support with organisation of the annual crisis management exercise for the organisation.   **Translations**   * Maintain a comprehensive and up-to-date list of all requested translations and progress for IHDD; * Maintain an accurate and up-to-date list of translators used by SCIAF; * Liaise with and manage work of external translators (volunteers and professionals); * Work to ensure that all requested and approved translations are actioned quickly, and translation work is done to the required standard and to the reasonable satisfaction of commissioning staff.   **Travel and Visitors (Domestic and Overseas) for programme staff and partner visits.**   * Provide administrative support as agreed with line manager for visitors from overseas (e.g. accommodation and travel bookings, visa arrangements, including disclosure reports and liaising with Diocesan Offices in Scotland, etc); * Provide administrative support to individuals within the IHD programming team to organise work travel (flights, accommodation, vaccinations and health requirements, liaising with central services for equipment, etc) on request and as agreed with line manager. * Co-ordinate travel phones for the department. * Maintain the travel calendar for the programming team.   **Co-ordinate induction schedules for new members of the IHD Programming Team**   * Organise induction schedule, compile induction folders, review induction process on an on-going basis for process improvement.   **Support for recruitment of consultants and external service providers for Programming work.**   * Assist staff members to recruit consultants for general IHD programming work through liaison with HR and other concerned staff internally; preparing adverts, job descriptions and person specifications; organising advertising; receiving applications; preparing long lists and assisting with organisation of interviews; liaising with consultants, HR and finance for payments; and communication with consultants as requested.   **Managing Programme Data**   * Develop and maintain information systems for the department relating to programming documents * Data entry tasks on PIMS (database), managing programme data and reports; support with compiling programming reports.   **General Administrative Support**   * Provide general administrative support to the Programme Manager as required eg processing paper work, preparing corresponding materials.     **Other**   * Ensure compliance with Data Protection, Catholic social teaching and SCIAF’s ethos at all times   This list of duties and responsibilities is by no means exhaustive and the post holder maybe be required to undertake other relevant and appropriate duties consistent the nature of the job and the level of responsibility of the post which are subject to change. The job description is subject to regular review and appropriate modification. | | **Safeguarding** | SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children, will have completed additional recruitment procedures and have obtained a satisfactory Enhanced PVG Check from Disclosure Scotland. | | **Code of Conduct** | All staff are expected to adhere toa Code of Conduct which specifies the attitudes and behaviour that all Caritas staff are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.  “Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it, and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern.” | |

**Person Specification**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Qualifications demonstrating skills in literacy and numeracy to SCE National 5 or equivalent. |  |  |
| **Experience** |  |  |
| Previous significant relevant experience. |  |  |
| Preparation of agendas, minutes and organisation of meetings. |  |  |
| Working with limited supervision, organising own work to successfully meet agreed priorities. |  |  |
| Working with limited supervision, escalating up as and when relevant. |  |  |
| Working effectively within a team in an office environment. |  |  |
| Experience of using MS applications (Word, Excel). |  |  |
| Experience with databases. |  |  |
| Experience of using MS Sharepoint and / or similar platforms. |  |  |
| Experience of administering MS Sharepoint and / or similar platforms. |  |  |
| **Skills and Abilities** |  |  |
| Ability to proof read and edit written documents. |  |  |
| Ability to use MS Office applications. |  |  |
| Excellent written and verbal communication skills. |  |  |
| Good attention to detail. |  |  |
| Well organised, pro-active, able to manage and prioritise complex tasks. |  |  |
| Ability to take the initiative when required. |  |  |
| Good listening skills. |  |  |
| Ability to represent SCIAF in a positive and professional way. |  |  |
| Good working knowledge/ability to use of ITC including Microsoft Office. |  |  |
| Ability to use databases. |  |  |
| Ability to use MS Sharepoint and / or web-based platforms. |  |  |
| **Attitude** |  |  |
| Helpful, positive, enthusiastic, with can-do attitude. |  |  |
| Good team player. |  |  |
| Flexible outlook to work, with the ability to work outside of the working day on rare occasions. |  |  |
| A desire to learn, particularly in relation to IT. |  |  |
| Empathy with SCIAF’s ethos, aims and objectives, and support for SCIAF’s work. |  |  |
| Desire to ensure compliance with Data Protection, Catholic social teaching and SCIAF’s ethos at all times |  |  |
| **Other** |  |  |
| Knowledge of and interest in international development issues and trends. |  |  |

**WORKING AT SCIAF**

**Salary**

Salary: £22,020 - £24,373 per annum plusemployer pension contribution. Salaries are paid on the 28th of each month (or the previous banking day where that is a non-banking day) in arrears into bank or building society accounts.

**Hours of work**

Thirty-five hours per week.

**Probationary periods**

All job offers are subject to a probationary period of six months, during which time the employee’s performance is reviewed regularly. The notice period that either party needs to give in the probationary period is one week. Following the end of a satisfactory probationary period, the notice period will be one month.

**Life Assurance**

Under the SCIAF life assurance scheme you have automatic protection based on an amount of twice your base salary, from your first day as a SCIAF employee.

**Annual leave entitlements**

The annual leave year is calculated from 1 January until 31 December. Employees are entitled to the following holidays:

* During the first 12 months of employment, four weeks accrued on a pro rata basis

at 1.67 days per month

* Starting from 1st January during one complete calendar year of service – 20 days
* After one complete calendar year of service – 21 days
* After 2 years of service – 22 days
* After 3 years of service – 23 days
* After 4 years of service – 24 days
* After 5 and subsequent years of service - 25 days

In addition, public or local holidays will be paid as follows:

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| New Year’s Day and 2 January | - two days |
| Good Friday and Easter Monday | - two days |
| May Day | - one day |
| Spring Holiday Monday (May) | - one day |
| Glasgow Fair – July (Friday & Monday) | - two days |
| September Weekend (Friday & Monday) | - two days |
| Christmas Day and Boxing Day | - two days |

**Christmas and New Year Holiday**

In addition to annual leave and statutory holiday entitlements, all staff now also have an allowance of three days to cover the period between Christmas and New Year when the SCIAF offices are closed.  The dates of these days will vary according to which day of the week Christmas falls each year.

**Other types of leave**

SCIAF provides other paid and unpaid leave depending on service. These include enhanced employers and statutory maternity leave, up to two weeks’ statutory paternity leave and paid compassionate leave.

**Learning & Development**

SCIAF actively promotes learning and development within the organisation, with annual training plans in place for employees. Employees also have the opportunity to attend relevant sector lectures and workshops. We pay professional membership fees where relevant and subscription fees for sector or professional journals.

**Pension**

SCIAF operates a voluntary, contributory, personal pension scheme. Further details are available on request.

##### **JOB APPLICATION FORM**

The decision to invite you to attend for interview will be based on the information you provide on this form. Applicants should refer closely to the guidance notes, job description and person specification before completing this application form. Please type or write clearly using black ink.

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| POSITION APPLIED FOR: | **Programmes Administration Assistant** |

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| Where did you see this post advertised? |  |

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| Candidate reference no:  (internal use only) |  |

Part 1

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| **PERSONAL DETAILS** | |
| Name: | Title: |
| Address:    Postcode: | |
| Telephone (private):  Telephone (business):  Email address: | |

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| **ADDITIONAL INFORMATION** |
| **Applicants with disabilities**  SCIAF is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. If you require any adjustments to accommodate you in the selection process or you wish to discuss reasonable adjustments in the role itself, please contact the HR team. |
| Alternatively, you can give details here: |

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| **Asylum & Immigration Act 1996**  All applicants called in for a final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government’s immigration policy can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)  Do you need a work permit to work in the UK? Yes  No  If you need a work permit, are there any limitations or conditions on the work permit e.g. a visa with limited duration? Yes  No | |
| If yes, please give details: | |
| **Criminal Record**  You are not required to disclose any conviction considered spent under the Rehabilitation of Offenders Act 1974. Having a conviction will not necessarily be a bar to employment with SCIAF; it will depend on the circumstances and the relevance to the post.  Do you have any criminal convictions? Yes  No | |
| If yes, please give details: |  |

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| **Notice Period** | |
| If offered this post, when could you take up employment? |  |

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| **REFEREES** | | | |
| Please give the name and contact details of two referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a family member and you should state the capacity in which they know you. Please note SCIAF reserves the right to contact any former employer for a reference | | | |
| Referee 1 Name |  | Referee 2 Name |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Capacity in which they know you |  | Capacity in which they know you |  |

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| Can references now be taken up prior to interview with: |
| 1. Your first referee: Yes  No  2. Your second referee: Yes  No |

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| **AGREEMENT** | | |
| I agree that any offer of employment with SCIAF is subject to satisfactory references, medical information supplied and a medical examination (if required). I confirm that the information supplied by me on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.  *The information you provide on this form will only be used in accordance with the principles of GDPR. If you are appointed it will form the basis of your personal record* | | |
| *We would like to retain your details for a period of 6 months and contact you should a suitable alternative or future vacancy arise in the organisation. If you are happy for us to contact you within this time frame to discuss other vacancies, please tick the box opposite. If you do not tick the box, we will ensure you are not contacted for this purpose. You have the right to withdraw this consent at any time by emailing* [*recruitment@sciaf.org.uk*](mailto:recruitment@sciaf.org.uk) | |  |
| Signature |  | |
| Date |  | |

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| If you are sending your application form by email, please tick the box to indicate that the information provided on this form is true: |

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| **PLEASE RETURN THE COMPLETED FORM:**  **Recruitment, SCIAF, 7 West Nile Street, Glasgow, G1 2PR or via email to:**  [**recruitment@sciaf.org.uk**](mailto:recruitment@sciaf.org.uk) |

Part 2

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| Candidate number reference no:  Internal use only |  |

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| **QUALIFICATIONS AND TRAINING** | | |
| Starting with the most recent, please give details of your education, qualifications and training relevant to the application. | | |
| Dates attended | Type of organisation attended (school, university, college) | Qualification or training gained |
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| **EMPLOYMENT HISTORY** | | |
| Starting with your present or most recent job, please give a summary of all employment, including any freelance and where relevant unpaid or voluntary work. (Continue on a separate sheet if necessary). | | |
| Dates From: | To: | Name of employer and nature of business, brief details of your responsibilities, salary and benefits. |
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| Why are you applying for this role? (Maximum word limit 250) |
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| Why do you want to work at SCIAF? (Maximum word limit 250) |
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| **SKILLS, ABILITIES AND EXPERIENCE** |
| The person specification details key areas of competence, knowledge, experience and skills required.  Please describe in this section, using examples from your experience, how you meet the person specification. Shortlisting will be based on how well you demonstrate your ability to meet the essential criteria. (Maximum word limit 1,250) |
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| **LANGUAGES – written and spoken (if appropriate to role)** | | | |
| First language: | |  | |
| Other Languages (please list): | | Spoken level of fluency | Written level of fluency |
| Language 1: |  | Intermediate |  |
| Language 2: |  | Intermediate |  |
| Language 3: |  | Beginner |  |

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| **EQUAL OPPORTUNITIES MONTORING** |

SCIAF is committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability or age. So that we can monitor the implementation of our policy we are seeking your help. It would be of great assistance in pursuing our commitment to equal opportunities if you would complete this monitoring slip.

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|  | Male | Female |
| African |  |  |
| Asian |  |  |
| Caribbean |  |  |
| Chinese |  |  |
| White European |  |  |
| White Other |  |  |
| Other (please specify) |  |  |

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| **Age Band** | | | | | |
| 18 – 24 |  | 35 – 39 |  | 50 – 54 |  |
| 25 – 29 |  | 40 – 44 |  | 55 - 59 |  |
| 30 – 34 |  | 45 – 49 |  | 60+ |  |

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| **Disability** |
| Do you consider yourself to have a disability? Yes  No |

This information will be treated in the strictest confidence and will be used only for statistical monitoring. It is not part of the selection process and will be separated from the application prior to shortlisting.

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| **PLEASE RETURN THE COMPLETED FORM TO:**  **Recruitment, SCIAF, 7 West Nile Street, Glasgow, G1 2RP or via email to:**  [**recruitment@sciaf.org.uk**](mailto:recruitment@sciaf.org.uk) |