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**RECRUITMENT PACK**

**ST ANDREW’S CHURCH OF SCOTLAND**

**(SC013968)**

**DEMENTIA HUB**

**ADMINISTRATION SUPPORT WORKER**

***(15 months fixed term contract)***

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**Thank you for your interest in this post**

**We hope this recruitment pack is helpful**

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**St Andrew’s Church of Scotland**

**29 Mount Stewart Street**

**Carluke ML8 5EB**

**SC013968**

Dear Applicant

Thank you for your interest in working for St Andrew’s Church of Scotland: Carluke.

In this pack you will find

* Information about the Dementia Hub
* Information about the post
* Information about the duties pertaining to the post
* Person specification
* Application form

Please do not send a curriculum vitae (CV) as this will not be considered.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

Your completed application should be submitted via email by sending it to [admin@standrewscarluke.org.uk](mailto:admin@standrewscarluke.org.uk) before midnight on 30 July.

The post is part time (18 hours per week – Tues, Wed, Thurs)

Please note that interviews will be carried out either in person or via Zoom/Teams on 17/18 August.

Should you wish an informal and confidential discussion about this post please contact Mrs Liz Bradley 01555 751797.

We look forward to receiving your completed application form.

Yours sincerely



Rev Helen Jamieson

Minister of St Andrew’s Church of Scotland

**St Andrew’s Church of Scotland: Carluke SC013968**

**Dementia Hub – Administration Support Worker**

The Dementia Hub has developed since small beginnings in 2012. It aims to

* provide activities, advice and continuity of support for people living with dementia and their carers
* develop new ways of support by actively listening to and involving people living with dementia and their carers
* ensure a strong volunteer base committed to providing excellent support to people living with dementia, their carers and family
* increase awareness of dementia within our community and beyond
* develop strong partnership networks with other agencies

Prior to the coronavirus pandemic the Dementia Hub offered Drop in Support, Drop in Activities, Health Walks, Outings, Special Events, Garden Project, Heart for Art, Playlist for Life Information Point, Mainly Men reminiscing, bereavement support. Online and telephone support has been maintained and in-person support is now being re-commenced in line with current guidelines.

**Management of Post**

Line managed by the Minister, this post is a key supportive post to the continued development of the Dementia Support Hub and the postholder will be expected to report to and work closely with St Andrew’s Church Kirk Session (leadership team within the Church), the Governance Team and the Development Team.

**Location:** Office at St Andrew’s Church, Carluke or home working (dependent on government guidelines)

**Hours:** 18 hours per week - core hours of 10am – 4pm over three days – Tues, Wed, Thursday

**Salary** £11 - £13 per hour depending on experience

**JOB DESCRIPTION**

**Core task**

To provide all administrative support for St Andrew’s Church Dementia Support Hub.

**Specific Duties**

* Develop and maintain accurate database for all parts of the Dementia Support Hub
* Provide administrative support for the Minister and Advocacy Support Worker
* Liaise with volunteers and arrange volunteer rotas
* Liaise with all partners and ensure relevant information is provided
* Arrange transport and provide administrative support for outings
* Attend meetings to take minutes and distribute
* Develop social media networks and website for the Dementia Support Hub
* Produce and distribute regular newsheets and communication materials for all activities
* Prepare, regularly update and distribute publicity materials to all in our network
* Research possible sources of grant funding and prepare applications for funds
* Prepare monitoring reports for funders
* Process invoices and maintain financial records
* Liaise with the Support/Advocacy Worker and provide any temporary absence cover as required to maintain services
* Carry out such duties as may be reasonably requested to support the development of the Hub

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- | --- |
| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| **Knowledge** | E1  E2  E3 | Excellent IT skills with expertise in use of different IT applications, social media and websites  Able to produce effective publicity material  Able to produce minutes, spreadsheets and reports | D1 | Knowledge of issues relating to dementia |
| **Skills and**  **Abiities** | E4  E5  E6 | Good communication skills both written and oral  Able to communicate effectively with a wide range of agencies and individuals  Able to organise and prioritise workload |  |  |
| **Experience** | E7  E8 | Experience of working to and updating a range of office systems  Experience of working as part of a small team and acting as the first point of contact for a range of individuals and agencies | D2  D3 | Experience of working with volunteers  Lived experience of dementia care |
| **Other** | E9  E10 | Commitment to CPD and learning about dementia  Able to work occasional out of hours |  |  |

**ADVICE ON COMPLETING YOUR APPLICATION FORM**

Application forms are the only basis on which the first selection is made to decide whom to call for interview. Therefore, only information, which appears on the form (and continuation pages), can be considered. It is **very important** that your completed form contains both the information we want about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1. Read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and list the skills, knowledge and abilities that the shortlisting/interview panel will be looking for.
2. Section 5 asks you to note down your general experience and is the most important part of your application. **This is your chance to explain why you are suitable for the job.** It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous jobs or from outwith formal employment.
3. **Do not send your CV in addition to or in place of a completed application form as it will not be considered by the short-listing panel.**
4. A Protection of Vulnerable Groups (PVG) is required as part of the job.
5. All applicants must complete all parts of the application form.
6. Application forms must arrive on time. Forms arriving late will not be considered.
7. References will be taken up prior to any appointment being confirmed.

**Application to St Andrew’s Church of Scotland (SC013968)**

**for the post of Administration Support Worker**

**To be returned to:** admin@standrewscarluke.org.uk

**by:** midnight on 30 July

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| **Section 1: Personal details** | |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):  May we contact you at work? yes/no |
| Postcode: | Email address: |

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| **Section 2: Qualifications and training**  **(only enter those qualifications and/or training necessary or relevant to the job)** | | | | | | |
| Qualification and/or training | | | Subject | | Date | |
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| **Section 3: Present employer** | | | | | | |
| Name & address of employer: | | | | Date commenced employment: | | |
| Job title: | | | | Notice required: | | Current salary: |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for: | | | | | | |
| **Section 4: Previous employment (list in order, with most recent employer first)** | | | | | | |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (continue on a separate sheet if necessary). | | | | | | |
| **Dates** | | Name and address of employer | | Job title and nature of work | | Reason for leaving |
| From  DD/MM/YY | To  DD/MM/YY |
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| **Section 5: Relevant skills, experience and abilities** | | | |
| With reference to the job description and person specification, please give a brief outline of how your work experience (including unpaid work) training, knowledge, skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant. Your invitation to interview will be based on scoring of the information given in this application so please be explicit and give examples from your own practice where helpful, eg it is not enough to say I know about x, please explain what you know and how you’ve learned it or put it into practice.  **KNOWLEDGE** | | | |
| **E1** Excellent IT skills with expertise in use of different IT applications (excel, word, outlook, zoom, teams etc), social media and websites | | | |
| **E2** Able to produce effective publicity material | | | |
| **E3** Able to produce minutes, spreadsheets and reports | | | |
| **D1** Knowledge of issues relating to dementia | | | |
| **SKILLS AND ABILITIES**  **E4**  Good communication skills both written and oral | | | |
| **E5** Able to communicate effectively with a wide range of agencies and individuals | | | |
| **E6** Able to organise and prioritise workload | | | |
| **EXPERIENCE**  **E7** Experience of working to and updating a range of office systems | | | |
| **E8** Experience of working as part of a small team and acting as the first point of contact for a range of individuals and agencies | | | |
| **D2** Experience of working with volunteers | | | |
| **D3** Lived experience of dementia care | | | |
| **OTHER**  **E9** Commitment to CPD and learning about dementia | | | |
| **E10** Able to work occasional out of hours (more detail can be given by us at interview) | | | |
| **Section 6: References** | | | |
| We require a minimum of 2 references including your current or most recent employer | | | |
| **Reference 1: Current / most recent employer** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Address:  Email | |
| May we, with discretion, contact your employer to discuss this reference:  Yes/no | |
| **Reference 2** | | | |
| Name: | Position: | | Tel no: |
|  | | Address:  Email | |
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| Are you eligible to work in the UK? |  |
| Do you know of any reasons why you may not legally be able to take this position? |  |
| Do you have any specific requirements in order to perform this job effectively? |  |

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| --- |
| **Section 7: Declaration** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I am aware that all offers of employment are subject to satisfactory references, a PVG check and are subject to confirmation of UK working entitlement.  I realise that false information or omissions may lead to dismissal without notice.  Signature: …………………………………………………………………………………(electronic signature is acceptable)  Date: …………………………………………………. |