**IN CONFIDENCE**

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| **POST: Receptionist/Admin Officer**  **APPLICATION NO: RAO-Feb25**  **CLOSING DATE: 5pm on Monday 3rd March 2025.** |

**Please complete all sections of this application using black ink or typescript**.

**PERSONAL PARTICULARS**

Name:

Address:

Telephone Number for contact:

Email:

**EDUCATION**

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| SubjSubjects passed at ‘O’ Level/GCSE or equivalent ‘ | Subjects passed at ‘A’ Level/GCSE |
| Degrees or diplomas obtained with dates and institutions attended | |

**PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- |
| Name of professional body or bodies | (I) By Examination (ii) By Election | Date & Result |

**PRESENT EMPLOYMENT (if any)**

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| Name & Address  of present employer  (or last employer)  Post Held:  Duties of Post:  .  Date Appointed:  Present Salary Period of Notice: |

**1. VOLUNTARY SERVICE OR COMMUNITY WORK**

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| Please give full details with dates etc. of any voluntary service or community work that you have undertaken on an unpaid voluntary basis.  . |

**2. EMPLOYMENT EXPERIENCE**

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| Please give full details, with dates, of any paid employment? |

**3. RELEVANT EXPERIENCE TO THIS POST**

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| Using the Personnel Specification, how do your skills, experience and abilities relate to this post?  **Please note that you will not be shortlisted for interview if you do not show below how you fulfil each of the essential criteria.** |
| **ESSENTIAL:**   * 5 GCSE’s (or equivalent) Grades C or above, to include Maths and English * Minimum of 2 years reception/administrative work experience * I.T. Qualification (eg ECDL) * Switchboard experience * Excellent IT skills with a working knowledge of Microsoft Office, advanced Excel skills. * Experience of use of CRM systems and/or databases. * Experience of Diary and Event management. * Ability to work sensitively with vulnerable people. * Can demonstrate an understanding of the importance of confidentiality. |
| **DESIRABLE:**   * Experience of Salesforce CRM system * Experience of updating Social Media Platforms and pages * Experience of updating organisational websites. * Experience of working within the voluntary/community sector. * Ability to establish and maintain manual filing systems. * The capacity to keep cool under pressure and retain a sense of proportion and fun in a busy and demanding work environment. * The ability to work additional hours as required, to cover periods of leave for other job-share staff. |

**REFEREES**

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| --- | --- |
| Please provide the names two referees, who should have knowledge of you in a working or academic capacity.  These referees will be approached if you are short listed for interview, unless you specify otherwise. | |
| 1. Name:   Address  Telephone Number:    Position: | 2. Name:  Address  Telephone Number:  Position: |

**DECLARATION**

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| I declare that the information I give in this application form is, to the best of my knowledge, true and complete.  Signature:  Date: |

**PLEASE RETURN TO:**

**Senior Finance and Admin Officer**

**Lighthouse**

**187 Duncairn Gardens**

**Belfast**

**BT15 2GF**

[**cecilia@lighthousecharity.com**](mailto:cecilia@lighthousecharity.com)