**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.
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| **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.
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**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:

AddressTelephone 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**