

Dear Applicant

**Re: Post of Admin Assistant**

To help you with your application, you should read the following before completing your form.

All applications should emailed to: info@leadingyourchurchintogrowth.org.uk

The **closing date** for receipt of application forms is **Monday 2nd August 2021 at 12 noon** and applications received after this date will not be considered. Shortly after this date we will contact any applicants we wish to interview in order to make arrangements.

If you have any disability which prevents you from completing the application process, please contact me to discuss what further assistance you require.

The successful candidate will be required to provide proof of essential qualifications and also provide documentary evidence of their eligibility to work in the United Kingdom.

I would like to thank you for the interest you have shown in this post and I look forward to receiving your application form.

Yours sincerely,

Rev Canon Robin Gamble

Director of Leading your Church into Growth

robinp.gamble@gmail.com



**APPLICATION FOR EMPLOYMENT PRIVATE AND CONFIDENTIAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for | Admin Assistant  | **Ref**  | CH/AA/1017 |

|  |
| --- |
| Please complete ALL sections of the application form in BLOCK LETTERS using black ink or typescript. |

|  |
| --- |
| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |
| Email : |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.**  |  | **Daytime Contact No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |       |

|  |
| --- |
| **Next of Kin** |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.**  |  | **Daytime Contact No.** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence** Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |
| Do you have access to private transport? | Yes |  | No |  |

|  |
| --- |
|  |

|  |
| --- |
| 2. Education/Qualifications |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Establishment (Name of school not required)** | **Dates** | Attendance**Full-Time Day Release Evening etc** | Exams, Degrees & QualificationsIndicate the year, the type of exam and the subject and grade obtained |
| **From** | **To** |
| 1. School and Further Education
 |
|  |  |  |  |  |  |
| 1. Professional or Technical Training or Qualifications
 |
|  |  |  |  |  |  |

|  |
| --- |
|  3. Employment History |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |

|  |  |
| --- | --- |
| Postcode: |  |

 |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving: |  |

|  |
| --- |
| **Brief description of duties:** |
|  |
|  |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |

|  |  |
| --- | --- |
| Postcode |  |

 |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving |  |

|  |
| --- |
| **Brief description of duties:** |
|  |
|  |

Continue on separate sheet if necessary

|  |
| --- |
|  5. Information in support of your application |
| **Skills, abilities and experience**Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.  |
| **Essential Criteria** |
| Proven experience as an Administrative Assistant or Office Admin Assistant |
| Good at ‘customer’ relations as the role may involve being the first contact a person has with Leading your Church into GrowthWritten and verbal communication skills |
| Demonstrate a good working knowledge of Microsoft Office. |
| **Desirable Criteria** |
| An understanding of the structures and organisation of the Church of England.   |
| Continue on a separate sheet if necessary |

|  |
| --- |
|  6. DATA PROTECTION |

|  |
| --- |
| During your period of employment and for as long a period of necessary following your employment, Leading your Church into Growth will hold and process both electronically and manually, the data it collects in relation to you for the purposes of Leading your Church into Growth administration and management of its charity.  |
|  7. RELATIONSHIP TO TRUSTEE OR TEAM MEMBER OR EMPLOYEE OF LEADING YOUR CHURCH INTO GROWTH |
| To the best of your knowledge are you related to any Trustee or Team Member or Employee of Leading your Church into Growth?**Yes/No**If yes, what is the nature of that relationship?  |

|  |
| --- |
|  8. References |

Please give the names and addresses of two persons who have agreed to act as referees. (References may be taken up without further notice).

|  |  |
| --- | --- |
| **1st Referee** (With Knowledge of your career) | **2nd Referee** |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Occupation** |  | **Occupation** |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email**  |  |

|  |
| --- |
|  9. Declaration |

|  |
| --- |
| I hereby declare that the information given in this application is, to the best of my knowledge, true and correct. I also agree that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to Leading your Church into Growth other than for services rendered. I consent to personal data being processed as stated above. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |

*Please return to:-*

Leading your Church into Growth, C/O Rev Robin Gamble 25 Baker Street, Bradford, BD2 4NU

or via maureen@leadingyourchurchintogrowth.org.uk

Ref No: CH/AA/1017\_\_\_\_\_\_\_

**MONITORING FORM**

**Equal Opportunity Monitoring Form:**

Please answer each of the questions below by ticking the appropriate box.

1. **Ethnic Origin**

Please state your ethnic group. You may select one from the following list, or state your own.

**White**

* English, Welsh, Scottish, Northern Irish or British
* Irish
* Gypsy or Irish Traveller
* Any other White background

**Mixed or Multiple ethnic groups**

* White and Black Caribbean
* White and Black African
* White and Asian
* Any other Mixed or Multiple ethnic background

**Asian or Asian British**

* Indian
* Pakistani
* Bangladeshi
* Chinese
* Any other Asian background

**Black, African, Caribbean or Black British**

* African
* Caribbean
* Any other Black, African or Caribbean background

**Other ethnic group**

* Arab
* Any other ethnic group

2. **Please state your date of birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Disability**

In accordance with the Disability Discrimination Act 1995, a person has a disability if they have a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

In accordance with the above definition do you have a disability? **Yes No**

If yes, please provide details. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your co-operation.

**Admin Assistant - General**

**Job brief: Administrative Assistant**

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to the Leading your Church into Growth Director and Associate Director, assisting in daily office needs, and managing our company’s general administrative activities.

**What does an Administrative Assistant do?**

Administrative Assistant responsibilities include making travel and meeting arrangements, maintaining appropriate filing systems, handling bookings for our online and residential conferences, completing our online orders by connecting with customers and posting out the orders, responding to correspondence on behalf of our Associate Director, etc.

You will work most closely with, and be line managed by, our Associate Director. It will be necessary to maintain regular contact. As our Associate Director works from home in this role, you will need to be able to either travel to Therfield, near Royston in North Hertfordshire, or be adept at meeting via Zoom or other online conferencing platforms.

 The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel, Word, and office equipment. Previous experience as a Secretary or Executive Administrative Assistant is desirable, as is an understanding of the structures and organisation of the Church of England.

Leading your Church into Growth is a charity that supports and encourages local churches to grow and flourish. It is therefore also desirable for the candidate to have an active Christian faith and be familiar with examples of typical, local church. For more information about Leading your Church into Growth see: <https://www.leadingyourchurchintogrowth.org.uk/encouraging-inspiring-equipping>

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

**Responsibilities**

* Answer and direct phone calls
* Organize and schedule appointments
* Plan meetings and take minutes
* Write and distribute emails
* Maintain a filing system
* Update and maintain office policies and procedures
* Maintain contact lists
* Book travel arrangements
* Provide general support to visitors
* Act as the point of contact for those enquiring about the work of Leading your Church into Growth

**Requirements**

* Proven experience as an Administrative Assistant or Office Admin Assistant
* Knowledge of office management systems and procedures
* Working knowledge of office equipment, like printers and fax machines
* Proficiency in MS Office (MS Excel and MS Word, in particular)
* Excellent time management skills and the ability to prioritize work
* Attention to detail and problem-solving skills
* Good at ‘customer’ relations as the role may involve being the first contact a person has with Leading your Church into Growth
* Excellent written and verbal communication skills
* Strong organizational skills with the ability to multi-task

**Leading Your Church into Growth**

**STATEMENT OF PARTICULARS OF EMPLOYMENT**

This statement sets out particulars of the terms and conditions on which **Leading Your Church into Growth** (the Board of Trustees) is employing you.

**EMPLOYER:** Leading Your Church into Growth

**EMPLOYEE'S NAME:**

**DATE OF COMMENCEMENT OF EMPLOYMENT IN CURRENT ROLE:** 1st June 2021

No employment with any previous employer counts towards your period of continuous employment with the diocese.

This appointment is for a fixed term until 28th February 2022.

**DATE ON WHICH PARTICULARS ISSUED:** 1st June 2021.

1. **MAIN PLACE OF WORK**

This is a home based role with travel and residential working requirements. The Board requires you to travel and work in locations across the Dioceses of the Church of England as necessary.

1. **JOB TITLE**

You are employed as ‘Admin Assistant’, reporting to the Associate Director of ‘Leading your Church into Growth’ movement.

1. **HOURS OF WORK**

You will be employed one day a week. The working week for full time employees is 35 hours, the role may also require some evening and weekend working (including residential conferences). You will agree your working pattern with your line manager.

1. **SALARY**

You will be paid **£4,368** per annum. (£12 per hour based on 7 hours work a week)

Salary rates are reviewed with effect from 1 April each year. Any increase to salary scales is at the discretion of the Trustees.

1. **OVERTIME**

Payment for overtime will not normally be made. However, it may be possible to take time off in lieu on an hour for hour basis for any additional hours worked provided there is prior agreement with your line manager that the additional hours should be undertaken.

1. **HOLIDAYS AND HOLIDAY PAY**

The holiday year is from January to December (inclusive) each year.

Leave entitlement for full time employees is 25 days and thereafter one additional day’s leave entitlement for every three years of continuous service up to the maximum of 28 days, plus statutory Bank Holidays, the Tuesday in Easter week and three days between Christmas and New Year.

Employees joining or leaving part way through the holiday year will be entitled to a proportion of their full entitlement of paid holiday calculated on a pro rata basis per completed week of service.

For part-time staff entitlement to annual, statutory and customary holidays will be calculated on a pro rata basis determined by the number of hours and days worked.

You will continue to receive normal salary whilst taking annual holiday entitlement.

Upon termination of your employment, payment will normally be made for unused accrued holiday entitlement.

Should you leave the employment of LyCiG for whatever reason and holidays taken exceed entitlements, then you accept as part of these Conditions of Employment that LyCiG has the right to deduct payments made in excess from any monies owing to you at the time of leaving. If your final salary is insufficient to allow for the whole of any such deduction, you will be required to repay the outstanding amount due to LyCiG within one month of the termination of your employment.

Should you be absent for more than six months for any reason, LyCiG reserves the right to suspend accrual of any holiday in excess of the minimum conferred by the Working Time Regulations (this Clause will not apply during maternity leave).

1. **ABSENCE FROM WORK AND SICK PAY SCHEME**

If you are so incapacitated through illness or accident that you are unable to attend for work, you must inform your line manager as soon as possible.

Any Sick Pay Scheme payments made in addition to Statutory Sick Pay (SSP), for which the qualifying days will be Monday to Friday, are entirely at the discretion of the LyCiG Trustees and will not create a precedent either for LyCiG or for the individual.

Employees with a minimum of two years’ service will receive up to six months’ full pay including SSP followed by up to six months’ half pay including SSP during any 12 month rolling period. This will be calculated by determining the amount of sick leave taken in the 12 month period prior to the first day of sickness absence.

Prior to completion of two years’ service, employees will receive up to one month’s full pay including SSP for every completed month of service (excluding sickness absence) up to a maximum of three months. After three months’ absence within any rolling 12 month period, if continued, payment will be at half salary including SSP for up to a further three months, provided that the period of paid sick leave does not exceed half the length of employment by the Board.

All sickness payments are subject to compliance with the procedures regarding notification of sickness absence.

Leading your Church into Growth reserves the right to require you to undergo medical examination(s) by such doctor or doctors as LyCiG shall nominate to determine whether you are fit to continue to undertake your job and to prepare a report for disclosure to LyCiG, subject to the Access to Medical Reports Act 1988.

Where absence results from an injury/accident you are required to notify Leading your Church into Growth of any claim made against a third party. Leading your Church into Growth reserves the right to expect repayment of any Leading your Church into Growth sick pay (or part thereof) which is the subject of a payment received from such a claim. This will not affect payments of SSP. The repayment should be made as a lump sum or by monthly deductions from wages as agreed.

1. **ACCOUNTABILITY**

You will carry out such duties and comply with all instructions reasonably given to you in the performance of your duties by your line manager, and will co-operate with other members of the team.

**9. EXPENSES**

Travel and other working expenses claimed in accordance with LyCiG’s normal practice will be reimbursed by LyCiG.

**10. DEDUCTIONS FROM SALARY**

For the purposes of the Employment Rights Act 1996 you authorise LyCiG to deduct from your salary any sums due to LyCiG including, without limitation any overpayment of salary and any advances or loans made to you by LyCiG.

In the event of such sums being due to LyCiG on the termination of your employment, and if your final salary payment is insufficient to allow for the whole of any such deduction, you will be required to repay the outstanding amount due to LyCiG within one month of the date of termination of employment. This will include repayment of salary for holiday which has been taken in excess of entitlement at the date of termination of employment.

**12. GRIEVANCES**

It is recognised that on occasions employees will have cause to raise a grievance to do with their employment. In the first instance you should raise a grievance with your line manager. Every effort will be made to resolve your grievance in informal discussions between you and your line manager. If the grievance is unresolved, you should use the grievance procedure and, if you wish, seek advice or support from your trade union or other representative. The grievance procedure is set out by the LyCiG trustees.

13. DISCIPLINARY PROCEDURES

The main disciplinary procedures are set out by the LyCiG trustees. If you are dissatisfied with any disciplinary decision relating to you, then you should raise this with your line manager who will provide details of the appeals process.

**14. TERMINATION OF EMPLOYMENT**

As you are employed on a fixed term contract your employment will be terminated on 28 February 2022.

If you wish to terminate your employment before this date you are required to give one month’s written notice.

The statutory notice period the employer is required to give is stated below:

With less than five complete years of service one month’s notice is required.

Thereafter one week’s notice for every completed year of service up to a maximum twelve weeks must be given.

If you give written notice to LyCiG Trustees to terminate your employment or you are given notice by LyCiG, it may be possible, by mutual agreement, to waive the formal periods of notice.

LyCiG has the right to dismiss employees without notice in the case of gross misconduct. Examples of gross misconduct include dishonesty, gross negligence, and serious breach of the contract of employment. However gross misconduct is not restricted to these examples.

LyCiG shall have the right during the period of notice or any part thereof, to place you on leave, paying you during this period your normal salary and benefits.

**15. RETURN OF PROPERTY**

You shall promptly, whenever requested by LyCiG and in any event upon the termination of your employment, deliver up to LyCiG all lists of clients or customers, correspondence and all other documents, records, papers and all other property which may have been prepared by you or have come into your possession, custody or control in the course of your employment, and you shall not be entitled to and shall not retain copies of them. Title of all such material and copy right in all such material created solely or in part by you shall vest in the Employer.

**16. CONFIDENTIALITY**

You must not, either during the course of your employment or thereafter, directly or indirectly disclose to any unauthorised person any confidential knowledge or information relating to the business of LyCiG, its customers, the Church of England, or other diocesan bodies (excepting that which is in the public domain).

This restriction will continue to apply after the termination of your employment without limitation in time but shall cease to apply to any knowledge or information that subsequently comes into the public domain, other than as a result of unauthorised disclosure by you.

**17. DATA PROTECTION**

You understand and agree that LyCiG is permitted to hold personal information about you as part of its personnel and other business records and may use such information in the course of the LyCiG’s business. You agree that LyCiG may disclose such information to third parties, in the event that such disclosure is, in LyCiG’s view, required for the proper conduct of the LyCiG’s business. This clause applies to information held, used or disclosed in any medium.

**18. COLLECTIVE AGREEMENTS**

There are no collective agreements which affect the terms and conditions of your employment.

**19. REQUIREMENT TO WORK OVERSEAS**

There is no requirement for you to work outside the United Kingdom.

20. DECLARATION

I accept this position on the terms and conditions set out in the statement of written particulars.

Signed by …………………………………………. Name ......................................................

Date …………………………………………………

Signed by …………………………………………. Date ……………………………………….

 Robin Gamble (Director of LyCiG)

 on behalf of Leading your Church into Growth