

Application Process & Person Specification

Post: Administration Coordinator

Introduction

CMSI is seeking to appoint a part-time **Administration Coordinator** to work in our busy Belfast office.

This is an exciting opportunity for a committed, motivated and resourceful individual to play an important role in CMSI's mission and ministry.

The successful candidate will work in CMSI's Belfast office, overseeing the administration function of the society and managing the day-to-day administration activities of the office. As part of an office team of eight staff and occasional volunteers, the Administration Coordinator will play a key role in helping ensure that the society is efficient and effective in its work.

A Job Description is available for this post, outlining the key tasks and responsibilities of the role and the terms and conditions related to the appointment.

Application Process

The recruitment process includes the submission of an application form and subsequent interview. The application form asks for the inclusion of a supporting statement, which should outline how you think you meet the selection criteria listed overleaf. The statement should be no more than 600 words and should draw attention to experience, skills and achievements that are relevant to this post, which have been gained in past employment and/or unpaid activities.

CMSI reserves the right to request that the successful applicant obtains a medical.

We are only able to offer employment to candidates with the legal right to work in the UK.

Application Submission

Applications should be submitted with a short covering letter, via e-mail or hard copy, to **Gillian Maganda** (Personnel Manager) by **1pm on Friday 28th February 2020**.

personnel@cmsireland.org
028 90775020

Interviews are scheduled to take place on **Monday 9th March 2020**.

Person Specification

Attributes	Essential Criteria	Desirable Criteria
Qualifications and training	<ul style="list-style-type: none"> A minimum of 5 GCSE or equivalent qualifications at Grades A-C, including English Language and Mathematics. 	<ul style="list-style-type: none"> OCR/RSA Stage II Word Processing or equivalent qualification.
Knowledge	<ul style="list-style-type: none"> Computer Literate, including use of Microsoft Office programmes. Some knowledge/awareness of the Church in Ireland and the work of mission agencies. Familiarity with CRM systems or similar contacts' database. 	<ul style="list-style-type: none"> Knowledge of office systems. Knowledge of the various structures and organisation of the Church of Ireland. An understanding of Global Mission.
Experience	<ul style="list-style-type: none"> Experience of working in a busy office environment in an administrative capacity. 	<ul style="list-style-type: none"> A minimum of two years' experience in an administrative or secretarial role. Experience of working for a charity, a church or a mission agency.
Skills	<ul style="list-style-type: none"> Good communication skills, both written and oral – including an excellent telephone manner. Good organisational skills. Good interpersonal skills – an ability to relate well with a range of people. Good teamwork skills. An ability to work on own initiative within boundaries and to manage own workload. 	<ul style="list-style-type: none"> Ability to use franking machine and photocopier.
Personal Qualities	<ul style="list-style-type: none"> Be sympathetic with the ethos and aims of CMS Ireland. In agreement with CMSI's Statement of Faith. 	<ul style="list-style-type: none"> Have a personal Christian faith and a willingness to share in staff devotions. Outgoing and personable – able to engage well with others.