



“ I need to be surrounded by creative people. I love it so much. I've got a lot to say and show. ”

**Fighting Words NI Participant**



## Job Pack: Administrator

Fighting Words Northern Ireland  
Connswater Shopping Centre, Bloomfield Avenue, Belfast, BT5 5LP

[www.fightingwords.co.uk](http://www.fightingwords.co.uk)  
Charity no: NIC105751  
Company no: NI638582

For more information, please see [www.fightingwords.co.uk](http://www.fightingwords.co.uk)

# About Fighting Words Northern Ireland



## What we do

Fighting Words NI transforms young lives through creativity. Using writing and storytelling, we help children and young people discover the power of their imaginations and expand their literacy, confidence and self-belief.



Our mission is to inspire and empower children and young people to discover and harness their own imaginations and writing skills, and share their stories with the world.

## Background

Fighting Words was established in Dublin in 2009 by Roddy Doyle and Seán Love to provide free workshops, mentoring and publishing in all forms of creative writing for children and teenagers, to enable them to discover and harness the power of their own imaginations and creative writing skills.

Fighting Words Northern Ireland works to achieve these same objectives, using a similar model and responding to context and need in NI. Cross-community collaboration and reconciliation are central to our strategy.

Fighting Words Northern Ireland was established in 2015, at the invitation of writers and community and educational groups. Since then, we have provided over 20,000 creative writing experiences free of charge for young people in Northern Ireland and recruited more than 350 volunteer tutors. While the ethos and services of Fighting Words are the same throughout the island of Ireland, the organisation is registered as an independent company and charity in Northern Ireland.

We believe creative writing can be a transformational act, enabling young people especially, but also adults, to control their own narratives, and be resilient, creative and successful shapers of their own lives.

*Help us tell a thousand new stories in 2024.*

## **Over 300,000 Residents**

### **Young Belfast Girl (17)**

Over 300,000 residents,  
none that match your presence.

I can forget the violent nights,  
the unforgettable fights,  
the drugs dealt,  
the emotions felt,  
the generational trauma,  
the opposite side drama,  
just having a walk in the dark,  
picnic in Falls Park,  
relaxing by the Lagan,  
good things can happen.

You remind me that when I find a rock  
I shall not toss it away,  
for there could be beautiful crystals on the inside.  
Belfast is my rock that I break apart.  
You're the inner beauty,  
of this city that holds my heart.

## **Mission**

We aim to inspire and empower children and young people, and those who did not have this opportunity as children, to discover and harness their own imaginations and writing skills and share their stories with the world.

At its core, Fighting Words Northern Ireland is also about something much broader and more inclusive. It is about using the creative practice of writing and storytelling to strengthen our children and teenagers – people from a wide range of backgrounds – to be resilient, creative and successful shapers of their own lives.

## **Vision**

We envision a Northern Ireland where every child has the opportunity to reach their full creative potential, where their stories are heard and valued.



## Values

### **Inclusive**

We are bridge-builders, engaging with young people from all traditions, ethnicities, communities and talents.

### **Responsive**

We are agile and reactive, taking a flexible approach to work effectively with others in a timely way.

### **Collaborative**

We work with partners and networks, that want to promote and deepen the creative experiences available to young people.

### **Determined**

We are ambitious and motivated, and set an audacious target to engage with every young person in Northern Ireland.

### **Creative**

We love the possibilities and the power of the mind, that can be unleashed when young people are supported to express their ideas.

### **Fun**

We create occasions that are full of happiness, joy and entertainment.







## Job Description: Administrator



This new position will give you the opportunity to be part of our vibrant, creative education youth organisation, providing key organisational and administrative support, enabling the sustainability and growth of the charity.

You will oversee and act as first line of contact for general financial operations, including liaising with Fighting Words NI's accountants, financial corporate services and payroll. You will be responsible for the organisation's policies and procedures and managing the standard administration functions and the maintenance of our creative education centre.

This is a critical role and key to enabling the Fighting Words NI team to deliver creative education programmes for children and young people from our centre in East Belfast.

**Supported by the Department of Foreign Affairs through the Reconciliation Fund; Dormant Accounts Fund NI delivered by the National Lottery Community Fund; Arts Council of Northern Ireland through the National Lottery Programme; Belfast City Council; and Arts & Business NI through the Blueprint Programme.**

<b>ABOUT THE JOB</b>	
<b>JOB TITLE</b>	Administrator
<b>JOB PURPOSE</b>	To oversee the effective and efficient day-to-day operations of Fighting Words Northern Ireland, including administrative, financial and premises responsibilities.
<b>REPORTS TO</b>	The Director and works closely with colleagues both in Fighting Words Northern Ireland and Fighting Words Ireland.
<b>RESPONSIBLE FOR</b>	External financial corporate services; freelance contractors
<b>PLACE OF WORK</b>	<p>Our office and workshop hub at Connswater Shopping Centre, Belfast, blended with remote working as agreed.</p> <p>This post may require travel to other sites, including but not confined to our partners' working bases elsewhere in NI and from time to time to Dublin for shared initiatives with our sister charity, Fighting Words Ireland.</p>
<b>SALARY WORK HOURS</b>	<p>£26,294 per annum plus 3% pension contributions.</p> <p>37.5 hours per week, full-time role (FTE 1). Willingness to work flexible hours including occasional evenings and weekends desired. TOIL given for work over and above agreed hours.</p>
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Generous 28 days annual leave plus public holidays.</li> <li>• Hybrid workplace &amp; flexible working policy</li> <li>• 3% employer pension contributions</li> <li>• Personal training opportunities</li> <li>• Employee Assistance Scheme</li> <li>• Enhanced sickness absence scheme</li> </ul>
<b>HOLIDAY LEAVE</b>	28 days annual leave plus public holidays.
<b>EXPENSES</b>	Expenses reimbursed by prior agreement where reasonably incurred and properly documented in line with financial controls policy. Approved mileage reimbursement for work-related travel by monthly claim.
<b>CONTRACT</b>	This post is being offered on a fixed-term contract for 12 months, with potential for extension.

## OVERALL PURPOSE OF THE JOB

The following describes the main duties and responsibilities of the post.  
The post holder is expected to work flexibly and carry out any other duties appropriate to the role which may be required from time to time.

## MAIN RESPONSIBILITIES

### Administration

- Responsible for all day-to-day administrative activities including office management, recruitment, staff schedules, and budgets.
- Ensure all operational and administrative support is in place for our artistic activity programme, volunteer and placement management, marketing, fundraising, and other activities.
- Oversee effective use of information management systems and GDPR compliance.
- Support the maintenance of an effective personnel records system, including administering Access NI enhanced disclosure police checks.
- Overseeing the day-to-day office administration, including of general email enquiries, managing phone calls and reception duties, and replies to routine correspondence.
- Contribute to programme monitoring and evaluation.

### Financial Administration

- Oversee and act as first line of contact for general financial operations and payroll, including liaising with Fighting Words NI's external accountants, bookkeepers, and payroll.
- Responsible for compliance with financial policies and controls including expenses, bank reconciliation, and procurement.
- Maintain financial records on accountancy package Xero, including processing invoices, allocating expenditure to budget classification, and collating reports.
- Prepare monthly BACS payment runs and bank reconciliations, in line with Fighting Words NI's Financial Procedures.
- Ensure timely recording of income and expenditure, funder allocations, handling of payments and budget management.
- Work with the bookkeepers in the production of monthly management accounts, balance sheet, and cashflow documents, and the preparation of expenditure claims and monitoring returns to funders.
- Support the year-end audit requirements and statutory regulatory processes.
- Ensure all funding is accounted for in line with the terms of grant agreements and service level agreements.
- Support preparation of accurately costed budgets for fundraising applications and deliver relevant and timely reports to donors.
- Oversee the administration of public donations and Gift Aid claims.

### Operations

- Oversee the maintenance of the Centre's environment and physical premises.
- Primary liaison with external contractors and service providers.
- Identify and manage risks and compliance management.



- Ensure compliance with health and safety legislation for required equipment, venue and personnel.
- Ensure availability of adequate office equipment and supplies and adherence to agreed policies and procedures.
- Responsible for and will act as lead on statutory and best practice employment obligations, including designated officer for health and safety, fire safety, child safeguarding, data protection, and other obligations.
- Implement, regularly review and update all organisational policies and procedures, including but not restricted to:
  - Equal Opportunities
  - Safeguarding (including acting as Designated Safeguarding Officer)
  - Financial controls
  - Health & Safety
  - Volunteer & Employee Handbooks
  - General Data Protection Regulation

### **General**

- Understand and be trained in core programme activities so that, as necessary, you can lead and/or assist at Fighting Words NI workshops and volunteer training sessions.
- Ongoing input into achieving Fighting Words NI's vision and strategic plan.
- Ensure regular and effective communication with the Director and other team members on all aspects of project delivery.
- In addition, the post holder may be required to undertake any other duties as may be assigned by the Director, from time to time in addition to or in lieu of the duties detailed above.

<b>Essential Criteria:</b>
<ul style="list-style-type: none"> <li>• 5 GCSEs at Grade C or above.</li> <li>• 2 years' experience of working in a similar role (finance, operations, or office administration)</li> <li>• Knowledge and experience of using cloud-based finance systems such as Xero, Sage or similar.</li> <li>• Demonstrable excellent IT skills, including use of electronic communications and proficient in Microsoft Office programmes.</li> </ul>
<b>Desirable Criteria:</b>
<ul style="list-style-type: none"> <li>• Knowledge and experience of Xero.</li> <li>• Knowledge and experience of working within the community and voluntary sector.</li> <li>• Professional (bookkeeping or accounting) qualification (AAT/IAB/ACCA/CIMA) (completed or in process).</li> <li>• Experience of dealing with monitoring and reports for a variety of funders and funders' accounting requirements.</li> <li>• Driving licence and use of a car for business purposes.</li> </ul>

## Person Specification: Knowledge, Skills, and Personal Attributes

**At interview, the short-listed candidates will be expected to evidence the following:**

Knowledge:

- Strong IT knowledge and experience
- Knowledge of HR administration processes within a small/medium enterprise or non-profit/charity
- Strong knowledge of financial management

Skills:

- Strong IT Skills of Microsoft 365, Microsoft Office including Excel and Word
- Good planning and organisational skills including attention to detail, record keeping and data management.
- Self-motivated, with the ability to work under pressure and balance priorities and use own initiative.
- Excellent interpersonal skills.
- Excellent written and oral communication skills.
- Strong time management skills and the ability to work independently, manage workload and multi-task.

Personal Attributes:

- Ability to communicate effectively with colleagues, partners and stakeholders, with confidence, compassion and clarity.
- Ability to be resourceful and proactive when issues arise.
- Confidentiality and discretion
- Committed to equality, diversity, and Fighting Words NI's values, mission and aims



## MAKING AN APPLICATION

Please note that the deadline for receipt of applications for this role is:

**12 noon on Friday 26<sup>th</sup> April 2024.**

Interviews will be conducted on **Wednesday 1<sup>st</sup> May 2024.**

1. Please download, save and complete the application form in Microsoft Word.
2. Please download, save and complete an equal opportunities monitoring form (available to download from our website with the application form).
3. Return the completed application form by email, along with a completed monitoring form, as two attachments.
4. Send both forms in one email and write 'Administrator Application' in the email subject line.
5. Send your email marked for the attention of Hilary Copeland, Director, to [director@fightingwords.co.uk](mailto:director@fightingwords.co.uk)

You could be right for this Administrator position if you've previously worked as any of the following:

Administration Officer, Executive Assistant, Administrative Assistant, Bookkeeper, Office Manager, Finance & Administration Officer, Finance Assistant, Finance Coordinator, Operations Assistant, Operations Manager, Accounts Payable/Receivable or as a Finance Officer.

### HOW TO APPLY

Before completing your application, please read the job description, person specification and any accompanying information as these will provide you with the relevant information to complete your application.

Fighting Words NI is committed to equality of opportunity and to selection on merit. The decision on who we interview will be based on the evidence you provide of your ability to satisfy the criteria and person specification. Short-listing will take place shortly after the closing date. Where we will not be taking an application further, we will endeavour to notify applicants by email within 3 weeks of the closing date.

- **PERSONAL DETAILS**

Unsuccessful applications and monitoring forms are kept for 12 months and then destroyed as confidential waste.

- **EDUCATION AND QUALIFICATIONS**

State your educational qualifications and any training courses you have attended that are relevant to the post. You may not wish to list all your qualifications or may wish to summarise your qualifications if they are not all relevant to the post.

- **EMPLOYMENT DETAILS AND HISTORY**

State your current and most relevant previous experience. This can be paid employment, voluntary work, placement or other. If you are not currently in paid employment then please let us know what you are doing as it may still be relevant i.e. voluntary work, studying or working in the home.

- **SUITABILITY FOR THE POST**

It is critical that you demonstrate how your experience, knowledge and skills meet the role for which you are applying, as this will be used to determine if you are shortlisted for the next stage of the recruitment process.

- **EQUAL OPPORTUNITIES MONITORING FORM**

The information you provide on this section of your application form will be used for monitoring purposes only to assess the effectiveness of our equal opportunities policy and to highlight any need for positive action.

- Data collated for monitoring purposes will be stored on a secure computer database in accordance with the Data Protection Act 1998.
- We will not use the information for any other purposes or reveal this to other organisations except under statutory obligations.

- **SUCCESSFUL APPLICANTS**

Applicants are required to provide 2 employment referees and the monitoring form. One of your referees must be your current employer or most recent employer if you are not currently working. Do not use relatives, partners or friends as referees.

- We aim to contact all successful applicants within one weeks of the closing date.

This role will administer Access NI vetting for staff and volunteers on behalf of the organisation through our registered umbrella organisation, Youth Action NI, in line with Fighting Words NI's Safeguarding Policy (see our website for policies). An enhanced Access NI check will be required for the successful applicant.

<b>Conditions of Employment:</b>		
	<b>Requirement</b>	<b>Assessed</b>
1.	The Right to Work in the UK.	Provide original Right to Work documentation
2.	Provide two satisfactory references, one being from the most recent employer.	Give the name and contact details of referees if a conditional offer is made.
3.	Evidence of qualification as relevant to role	Provide copies of relevant qualification.
4.	Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work.	Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required.
5.	Successful applicants will be required to complete an enhanced Access NI check.	Complete an enhanced Access NI Check if a conditional offer is made.

Fighting Words Northern Ireland operates a range of policies that respectively promote equality, health and safety and the protection of children and vulnerable adults from harm. All candidates for this post must be committed to upholding these policies.

Fighting Words Northern Ireland is an equal opportunities employer, and actively seeks to promote equality of opportunity and access to our services. We are committed to promoting equality, diversity and inclusion through our employment policies and practices.

Fighting Words Northern Ireland does not permit unlawful discrimination of any kind against any person on grounds which include but are not restricted to gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are or would be treated in the same or similar circumstances.



Thank you for your interest in Fighting Words NI and good luck!