

**Development Assistant**

**Salary:**  £20,000 (plus 10% pension) **Hours:** 34 hours per week
**Location:** The post is based in Glasgow city centre at 166 Buchanan Street.

Close the Gap is committed to being an equal opportunity employer, and we welcome applications from all sectors of the community. Flexible working options are available for this role.

The post is fixed term, funded until 31 March 2020.

**Role**

We’re looking for an enthusiastic person with strong organising skills to provide administrative support to contribute to the effective delivery of Close the Gap’s work. Committed to women’s labour market equality, you’ll be working within our small, busy team and also supporting the development of our policy and project work.

**Organisation profile**

Close the Gap is Scotland’s national policy and advocacy organisation working on women’s labour market participation. We work strategically with policymakers, employers and unions to address the causes of women’s inequality at work. We have been operating since 2001.

**Application notes**

Completed electronic applications must be sent to: info@closethegap.org.uk.

You may also return your application by post to:

Recruitment

Close the Gap

Third Floor

166 Buchanan Street

Glasgow G1 2LW

The closing date for all applications is**Friday 18 May 2018**. Interviews will be held on **Monday 4 June or Tuesday 5 June 2018.** You will hear from us by **Monday 28 May 2018** if you are being invited to interview.

We value diversity in our workforce, and welcome enquiries from everyone.

**Development Assistant**

**Job description**

**Purpose**

To contribute to the work of Close the Gap by providing administrative support to ensure the smooth running of the Close the Gap office. To work within the Close the Gap team to support the development of Close the Gap’s policy and project work.

**Responsible to:** Policy Manager

**Location:** 166 Buchanan Street, Glasgow, G1 2LW

**Main duties**

* Undertake office administration tasks including organising meetings, minute taking, diary management, office procurement and other administration tasks as required.
* Provide financial administration support including processing of invoices, maintain Excel spreadsheets, and ensure the smooth operation of internal finance systems.
* Establish and maintain contacts databases and mailing lists.
* Co-ordinate the Close the Gap websites and social media accounts.
* Assist with the development of Close the Gap’s policy and project work, and the development of publications and resources for stakeholders.
* Assist with the planning and delivery of events.
* Work closely with Close the Gap colleagues, contributing to work that will advance women’s labour market equality.

**Person specification**

**Essential**

* Strong organisational skills and the ability to plan, manage and prioritise workload while meeting deadlines.
* Highly developed IT skills with the ability to use Microsoft office packages.
* Administration experience including meeting organising, minute taking and diary management.
* Experience of events organising.
* Sound written and verbal communication skills.
* Ability to work on own initiative, requiring minimal supervision.
* Commitment to women’s labour market equality.

**Desirable**

* Experience of financial administration.
* Experience of web editing, including WordPress or other CMS systems.
* Experience of using social media.
* Experience of supporting the development of policy and/or project work.

**GUIDELINES FOR COMPLETING AN APPLICATION FORM**

**Please read these notes carefully before completing your application.**

* Applicants demonstrating that they possess the knowledge, experience, skills, personal qualities and circumstances required for the job stand the best chance of being shortlisted and selected for interview. The job description shows the purpose and job content of the post, and the person specification lists the criteria the successful candidate will need to meet. Applicants who appear to meet all the essential criteria will be considered for shortlisting and interview.
* In completing the form you should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done, and demonstrating how you believe you meet each requirement. The shortlisting panel will not make any assumptions. Simply asserting that you have the required knowledge, skills and so on is not enough. It is suggested that you use the selection criteria as headings, in the order that they appear on the person specification, to make sure that you address each criterion in turn.
* When completing the form, please refer to any aspect of your work experience, whether paid or unpaid, that demonstrates how you meet the essential criteria in the person specification and duties and responsibilities in the job description. You may wish to refer to work outside employment such as studying, training, social activities, organising sports, community or voluntary work.
* Please do not submit a CV as it will not be read, and will not be used for shortlisting.
* The application form should either be typed or written legibly in black ink as the form will be photocopied. Please check that each part of the application has been completed before returning it to us. We accept emailed and posted application forms provided they are returned no later than the closing date. If you return your application form electronically and have not signed and dated the declaration, you will be expected to sign it if you are invited to attend an interview.



**Development Assistant**

**Application form**

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| **POST DETAILS** |  |
| **Job Title** | **Development Assistant** |
| **Location** | **166 Buchanan Street, Glasgow, G1 2LW** |
| **Reporting to** | **Policy Manager** |

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| **PERSONAL DETAILS** |  |
| **Last Name** |  |
| **Initial (s)** |  |
| **Address and postcode** |  |
| **National Insurance Number** |  |
| **Telephone (daytime)** |  |
| **Telephone (evening)** |  |
| **Email address** |  |

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| **NOTICE** |
| **What notice do you need to give to your current employer?** |  |

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| **REFEREES** | **Please provide details of two referees, one of whom should be your present or most recent employer.** |
| **1.**  |  |
| **Name** |  |
| **Designation** |  |
| **Address**  |  |
| **Telephone** |  |
| **Email address** |  |
| **2.**  |  |
| **Name** |  |
| **Designation** |  |
| **Address**  |  |
| **Telephone** |  |
| **Email address** |  |

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| **WORK RESTRICTIONS** | **Are there any restrictions regarding your employment e.g. do you require a work permit?** |
| **Please circle the appropriate answer** | YES / NO |
| **If Yes, please provide details** |  |

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| **Advertisement source** |
| **Where did you see this vacancy advertised?** |  |

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| **EDUCATION (SCHOOL)** | **QUALIFICATIONS** |
| **Subject and level (e.g. English Higher)** | **e.g. C** |
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| **FURTHER / HIGHER EDUCATION** |
| **Institution** | **Qualification** |
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| **OTHER RELEVANT TRAINING** |  |
| **Course** | **Provider** | **Subject** | **Date** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** |  |
| **Institution** | **Membership Number** | **Class of membership** |
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| **CURRENT EMPLOYMENT (Please give details of all current employment)** |
| **Name and address of employer** | **Position held and summary of duties** | **Dates** **from/to** | **Contracted hours** | **Salary** |
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| **PREVIOUS EMPLOYMENT (Continue on an additional sheet if necessary)** |
| **Name and address of employer** | **Position held and summary of duties** | **Dates** **from/to** | **Reason for leaving** |
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| **EXPERIENCE AND SKILLS** |
| **This section is for you to give specific information in support of your application.****Please refer to the Person Specification and consider to what extent you have gained the skills and experience necessary for the post. It is important to provide evidence of your achievements by giving examples to support your application. Your experience does not need to have been gained through paid employment. Please continue on additional sheet if necessary.** |
| **EXPERIENCE AND SKILLS CONTINUED** |

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| **ANY OTHER RELEVANT INFORMATION** |
| Please use this section to provide any other useful information that you have not been able to include elsewhere in the application. |
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| **ASSISTANCE FOR INTERVIEW** |
| **Please provide details of any adjustments, equipment or assistance you may need if you are invited to interview.**  |
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| **DECLARATION**  |
| **By signing this section:****I declare that the information contained in this form and all sections is true, fair and accurate. I understand that if I am successful in this application, and any statement/information is subsequently discovered to be false or misleading, Close the Gap may withdraw any offer of employment or dismiss me.****I understand any offer of employment from Close the Gap is subject to satisfactory completion of pre-employment checks and due diligence, as appropriate. All information provided will be processed in accordance with data processing legislation.****Signed­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |