
CLERICAL OFFICER

Are you a geek, do you like children and can you work with humans?

Ineqe Group provides clients with a wide range of services, including consultancy, conferencing, training and technical solutions.

We are a small and dynamic company providing a close-knit and lively working environment, where all the staff work in a supportive and creative environment.

The successful candidates will be joining the company at a key time, as we rapidly roll-out our unique Safer Schools Digital initiative to thousands more schools across the UK. As a result, we are looking to strengthen our Safer Schools Team through the recruitment of two part-time clerical officers in our Belfast office.

The roles are part-time temporary, initially for 3 months with the possibility of extension or being made permanent after this period of probation has been successfully completed. The role is suited to a job share, which will ensure we maintain coverage during the working week (from 9am to 5pm Monday to Friday).

Part-time = 20 hours per week (five half days or other arrangement by agreement).

The ideal candidate will be someone who understands and is comfortable with contemporary communication channels, whether online or offline. This should be grounded in good use of the English language, both spoken & written.

The role will involve:

These are key roles in respect of our customer engagement. The post-holders will be responsible for making initial contact with schools and/or Local Authorities and will be responsible for building and maintaining our relationship with them throughout the full cycle of our engagement. This will include the initial contact, the on-boarding process and regular contact updates.

Duties will include customer engagement, general admin duties, filing, photocopying, maintenance of excel spreadsheets and preparation of materials for shipment. The successful candidate will be required to complete tasks to a strict timescale, ensuring all clerical duties are completed accurately, including:

- Customer engagement
- Maintenance of general filing systems and records.
- Prioritise and organise work effectively
- Answering and dealing effectively with in-coming calls from clients
- Compliance with all relevant legislation relating and policies relating to data protection and confidentiality of information
- Performance of all general administrative tasks as appropriate
- Photocopying duties

Essential Criteria:

- 1 year clerical experience
- The ability to work in a team and on your own initiative.
- Effective communication skills and a good telephone manner.
- Computer literacy - working with MS Office daily and word-processing.
- An understanding of the services and products supplied by INEQE Group.

Key Competencies:

- A thorough approach to data entry combined with a good eye for detail.
- Adaptability with a quality work ethic.
- Must be reliable and extremely trustworthy.

Additional Information:

The role may involve evening and weekend working and on occasions travel throughout the UK and Ireland. Candidates must be willing to undertake changes to the working day as is required.

Reporting to:

Post holders will report to the Safer Schools Co-ordinator.

Equal Opportunities

The company is an Equal Opportunities employer and welcomes applications from all who meet our selection criteria.

AccessNI

Whilst a criminal record will not necessarily be a bar to being appointed, as the successful candidate will be part of our schools programme, they will be required to undergo and pass enhanced vetting through AccessNI.

The AccessNI Code of Practice can be found at:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

Salary: £9,000 per annum

To Apply please submit your CV and a letter setting out the reason you are applying and what you can bring to the post.