CANDIDATE INFORMATION SHEET

GISF Admin & Projects Assistant

Terms of Appointment

This is a fixed term post of 6 months, with the possibility of extension. The place of work will normally be from home with some travel to London and/or Manchester for Team meetings, although the postholder will be required to travel overseas for occasional GISF events.

THE BENEFITS PACKAGE

Remuneration

The salary for this post is £18,960. Should the contract be extended over a Year, and subject to satisfactory performance and behaviours, progression will be automatic with individuals receiving an increment on the 1st of the month, following the anniversary of their appointment.

Other Benefits

Leave: Annual Leave starts at five weeks each year and increases with service to six weeks.

We also offer paid sick leave, and the amount of the entitlement increases with service. MAG also has policies on compassionate leave, emergency family leave and other family friendly leave, including maternity, paternity and adoption leave.

Other benefits: MAG has a number of other benefits in place, including:

Pension: MAG has a salary sacrifice group personal pension plan in place, and matches employee's contributions up to 5%.

Ride to work bike scheme: This enables employees to buy a bike using the Governments salary sacrifice scheme - 'Cycle to Work'. You can save on the price of a bike and accessories through income tax and NI savings (another salary 'sacrifice'), up to a maximum of £1,000.

Discounts at Retailers: MAG has discounts for between 10% and 15% off at a few local stores in Manchester. Here's a summary:

- Cotswold (outdoors equipment)
- Nomad (selling travel equipment, alongside being a travel clinic)
- Blacks (outdoors equipment)

Insurance: MAG provides personal accident insurance and life assurance to all staff, as well as medica repatriation insurance for any period spent overseas whilst working for MAG.

Professional Subscriptions: MAG will pay for the cost of your annual subscription/membership fee for one professional body in certain circumstances.

Employee Assistance Programme: MAG offers free access to Health Assured, a service providing 24/7 confidential support and expert advice on a wide range of issues.

OTHER TERMS

Working Hours: The normal working week is 37.5 hours, Monday to Friday, from 9.00am to 5.30pm with a one hour unpaid lunch break. MAG has a flexible working policy and the details of this can be provided on request.

Probation: The postholder would be subject to a 6 week probationary period.

APPOINTMENT AND BACKGROUND CHECKS

MAG is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of the communities with whom MAG engages. MAG expects all staff to share this commitment through our Policy on Personal Conduct. We place a high priority on ensuring that only those who share and demonstrate our commitment to Safeguarding are recruited to work for us.

All post holders with MAG will undertake the appropriate level of training and are responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include police / criminal record and anti- terrorism checks.

You can access a copy of MAG's Background Checks Policy here. You can find out more about our commitment to Safeguarding here.

References: All offers of employment will be subject to the receipt of professional references which cover your last three years of employment, and are satisfactory to MAG (and where appropriate for the role, verification of your professional membership and qualifications). MAG requires references from your two most recent organisations, and which cover the entirety of the last three years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Further information on MAG's reference checking process will be provided to the successful candidate.

Police/Criminal Records Check: In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a Police/Criminal Records check. This role has been identified as requiring such a check on appointment, and once every three years during employment. You will also be required to make a criminal record self-disclosure on appointment. Further information on MAG's police/criminal records check process will be provided to the successful candidate.

Anti Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

Medical clearance: MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post. All offers of employment will be subject to medical clearance and the successful candidate will be required to complete a medical form.

Asylum and Immigration Act 1996: You will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.

APPLICATION AND SELECTION

Data Protection: MAG is an international organisation with programmes worldwide, many outside of the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection for personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

Response Instructions: Application is by an application form, CV and cover letter. These documents should be submitted to gisf-admin@gisf.ngo by the closing date of 25th June 2021 highlighting:

- Your suitability for the role and interest in joining GISF
- Relevant experience in office administration or in a team supporting role
- How you see this role fitting into your future career plans
- Also complete and return the attached Application Form

Interview Arrangements: Interviews will be held virtually via Zoom and possibly in London, COVID-19 restrictions permitting. If you have been shortlisted you will be contacted by e-mail to confirm interview arrangements. If you have not been contacted within 3 weeks of the closing date, you should assume that your application has not been successful.