

# Job Vacancy

## Office Admin & PDO Support Worker

<b>Salary</b>	<b>£8 per hour</b>
<b>Hours</b>	<b>20 hours per week</b>
<b>Status</b>	<b>Fixed term 12 months contract (3 month trial period)</b>
<b>Closing Date</b>	<b>19<sup>th</sup> February 2017</b>

The completed application form should be submitted by hand or by post, to Bolton Hindu Forum, C/O Manu Mistry, Veda Mandir, 1 Thomas Holden Street, Bolton, BL1 2QG by 5pm on Sunday 19/02/2017.

**Please specify in the subject heading on the envelope that this is a “job application”.**

## Job description

Job title	Office administrator & PDO Support Worker
Division or department	Bolton Hindu Forum Office
Location	Bolton Hindu forum Office , Veda Mandir, 1 Thomas Holden Street, Bolton
Period of employment	Fixed term 12 months (3 month trial period)
Travel required	No
Salary	£8.00 per hour

This job description provides an outline of the duties and responsibilities of the role and the necessary skills and knowledge required to perform them as at the date it was created. Employees will be recruited on the basis of their qualifications and experience to do the work to be performed, regardless of sex, sexual orientation, gender reassignment, marital or civil partnership status, race, colour, ethnic or national origin, nationality, religion or belief, political opinion (Northern Ireland only), age, pregnancy and maternity, disability or trade union membership status. By applying for this role, the candidate accepts that over time this job description may be subject to change as the candidate's duties and job evolves.

**Job purpose:** Manage day to day Office Duties Admin & delivery support to PDO

### Main responsibilities and duties

Manage day to day Office Duties  
 Manage diary  
 Create, update and manage mailing list  
 Manage volunteers  
 Dealing with queries on the phone, by email and social media  
 Greeting visitors at reception  
 Typing letters and reports  
 Updating computer records  
 Printing and photocopying  
 Ordering supplies  
 Setting up meetings and taking notes during them  
 Support  
 Admin and Delivery Support to PDO

### Required knowledge and skills

1. Excellent level of English spelling and grammar
2. Experience of using Microsoft office software
3. IT skills

Bolton Hindu Forum  
 Veda Mandir  
 1 Thomas Holden Street  
 Bolton BL1 2QG  
 Tel 01204 238018  
[www.boltonhinduforum.org.uk](http://www.boltonhinduforum.org.uk)

4. Number skills
5. Organisational skills
6. Skills in dealing with a diverse community

**Required experience**

Previous experience of work in the community,

**Special working conditions**

The role would involve attending meetings as directed to represent the Forum and reporting back to the executive board.

Work on flexible hours to include weekend if needed.

## ENHANCED DISCLOSURE

Thank you for your interest in applying for this post within Bolton Hindu Forum. The post you are applying for will involve working with young people or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the **Rehabilitation of Offenders Act** you must declare at application if you have any convictions, including pending convictions, cautions, reprimands and warnings, which would otherwise be regarded as 'spent' under this Act.

An **Enhanced Disclosure** is carried out by the **Disclosure and Barring Service** and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

The Disclosure will also include information from lists held by the Department of Health and the Department for Education and Skills of those considered unsuitable for working with children or vulnerable adults.

**Ex-offenders Policy**

**The disclosure of a criminal record will not prevent you from appointment unless we consider the conviction renders you unsuitable for appointment. In making this decision we will consider the**

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nature of the appointment, the nature of the offence, when the offence occurred and the frequency of offending. Failure to disclose information on a criminal record may disqualify you from appointment or result in immediate dismissal if this discrepancy comes to light.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence.

If your application is successful you will receive further information on how to apply for an Enhanced Disclosure. If you would like to discuss, in confidence, what effect any conviction may have on your application then please contact Manu Mistry, Chair of Bolton Hindu Forum, 1 Thomas Holden Street, Bolton BL1 2QG, email [manu@boltonhinduforum.org.uk](mailto:manu@boltonhinduforum.org.uk)