9th August 2024

Dear Applicant

**Ref No: R/08/24 – Receptionist**

Thank you for your interest in the position of Receptionist at the Open College Network Northern Ireland (OCN NI).

The information pack includes the following documents which you should refer to when completing your application:

* Job description & personnel specification
* Equal opportunities monitoring form
* Organisational purpose
* **Further information about the role**
* Employee benefits
* Guidance notes on completing your application form

Completed forms should be emailed to [jobs@ocnni.org.uk](mailto:jobs@ocnni.org.uk) by **4pm** on **Friday 23rd August 2024**.

May I take this opportunity to thank you for your interest OCN NI. We look forward to receiving your application.

Yours faithfully,



Martin Flynn

Chief Executive Officer

**About OCN NI**

The Open College Network Northern Ireland (OCN NI) is a UK recognised Awarding Body based in Northern Ireland. We are regulated by CCEA Regulation to develop and award regulated professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas.  In addition, OCN NI are also regulated by Ofqual to award similar qualifications in England.  
  
We are an educational charity and an Awarding Organisation that advances education by developing nationally recognised qualifications and recognising the achievements of adults and young people. We work with centres such as Further Education Colleges, Private Training Organisations, Voluntary & Community Organisations, Schools, SME’s and Public Sector bodies to provide learners with opportunities to progress into further learning and/or employment.  
  
We are a not for profit organisation and re-invest all our resources back into the development of new qualifications and educational resources.

**Our Mission:**

Our mission is to develop and award qualifications which engage, enrich and equip learners for life.

**Our Vision:**

A successful, inclusive society where every learner matters.

**Our Values:**

**Learner Centred –**Everyone has the right to learn and develop throughout their lives and have that learning recognised and valued. We will enable individuals to achieve their aspirations by encouraging learner achievement through developing and supporting appropriate qualifications.

**Respect –**Everyone is entitled to be valued equally and treated with dignity and respect. We will apply the highest standards of integrity in everything we do.

**Excellence –**Everyone has the right to high quality services which are accessible, valued and responsive to need. We will constantly strive for excellence through industry recognised standards e.g Investors in People accreditation, ISO 9001 accreditation and achieve the Customer Service Excellence (CSE) quality mark.

**Collaboration -** The needs of learners are more effectively met by working closely together with our Centres and other stakeholders to seek collaborative partnerships.

For further information about our organisation, [click here](https://www.ocnni.org.uk/about-ocn/) <https://www.ocnni.org.uk/about-ocn/>

**Further Information**

**Duration**: The post is a permanent full-time position. Employment will be subject to a probationary period of 6 months to the satisfaction of OCN NI. Performance will be reviewed on an ongoing basis in line with OCN NI’s current performance management system.

**Salary**: Salary range is **£23,949 - £26,282**. This is a six-point salary scale, with progression opportunities occurring each April.

**Pension**: 9% Employer contribution.

**Location**: Sirius House, 10 Heron Road, Belfast, BT3 9LE. This role is office based.

**Hours of Work**: 35 hours per week (exclusive of lunch breaks). 8.45am – 5pm Monday to Thursday & 9am – 4pm Friday.

**Holidays**: Entitlement is 39 days each year inclusive of statutory and public holidays rising to 44 days after 10 years' service. The leave year runs from 1st August to 31st of July.

**Equality commitments**: Candidates will be expected to contribute to OCN NI fulfilling all its commitments in relation to its Equality Scheme, and under the Northern Ireland Act 1998 and the Human Rights Act 1998.

**Note**: This document is supplied for information purposes only and does not constitute terms and conditions of employment.

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| OCN NI Employee Benefits April 2024 | | |
| **Benefits** | **Statutory Minimum** | **OCN NI Provision** |
| Bereavement Leave | None required | 10 days paid leave for: Spouse/Partner/Child/Parent/Sibling  3 days paid leave for: Grandparent/Grandchild/Step Relationships/In-Laws  1 day’s paid leave for:  Aunt/Uncle/Cousin |
| Car Parking | None required | Free |
| Childcare Vouchers | None required | Childcare vouchers available |
| Life Assurance Cover | None required | Provided with Company Pension with cover x 4 times annual salary |
| Dependants Leave | Unpaid time off granted to deal with emergencies | Unpaid time off granted to deal with emergencies |
| Employee Assistance Programme | None required | Health Assured EAP providing access to:   * Wellbeing Portal * Healthy Advantage App * Counselling * 24/7 telephone & online support |
| Flexi-Time | None required | Flexi start and finish times with core working hours from 10am to 4pm. |
| Health Cash Plan | None required | Money back on everyday health:   * Optical * Dental * Chiropody * Therapy Treatments * Consultation * Hospital Benefit |
| Health Insurance | None required | * AXA Private Health Insurance * Enhanced Cancer Care * 24/7 online GP Service |
| Holidays Per Annum | 28 days | * 39 days each year (inclusive of bank/public holidays) * 44 days after 10 years’ service (inclusive of public/bank holidays) * Employees can purchase up to 5 days additional leave per annum |
| Hybrid Working Policy | None required | Available if relevant for post |
| Long Service Awards | None required | Additional holidays with service |
| Maternity Pay | 90% pay for 6 weeks  Followed by 33 weeks at SMP (currently £151.20 per week) | With one years’ service:  18 weeks at 100% pay  21 weeks at SMP  13 weeks unpaid leave |
| Sick Pay (OSP) | SSP up to 28 weeks (currently £95.85 per week) | Up to 6 months full pay and following this up to 6 months half pay |
| Parental Leave | Up to 18 weeks unpaid leave up to child’s 18th birthday | Up to 18 weeks unpaid leave up to child’s 18th birthday |
| Paternity Pay | 90% pay for 2 weeks | 100% pay for 2 weeks |
| Pension Contributions | 3% employer & 5% employee & contributions | 9% employer & 6% employee  contributions |
| Refreshments | None required | Free tea & coffee provided |
| Training & Development | None required | Access to ongoing CPD both internally and externally |
| Wedding Leave | None required | 2 days paid leave |

**Application Guidance notes**

Your application form plays a key part in our selection process as it decides whether you will be shortlisted. The following advice should help you to complete the application form as effectively as possible.

1. **Read all the information provided**

The job description outlines the duties and responsibilities you would be expected to carry out in this post and the person specification lists the skills, knowledge, qualifications and experience required.

1. **Prepare a rough draft**

This will avoid mistakes and repetition and ensure that the final version is well organised, well presented and relevant.

1. **Career history**

When listing your career history, ensure that the dates are correct and in the right order; your present or most recent should come first. CVs must not be included as part of your application and if submitted will not be considered.

1. **Shortlisting**

You will be shortlisted for assessment on the basis of the information contained in your application. It is therefore essential that you fully demonstrate through your application how, and to what extent, you satisfy each of the criteria specified.

By analysing your present and previous jobs, you may uncover "hidden" skills that you have taken for granted. This includes any relevant experience gained through your community, voluntary or leisure interests.

We will shortlist only those candidates who from the information supplied on the application form, most closely match the essential selection criteria for the post. Criteria for this post may be enhanced to facilitate shortlisting.

Shortlisted candidates will be expected to demonstrate the competences required for the role throughout the selection process.

1. **Presentation**

Make sure your application form is well presented to create a good impression. This will ensure that it is clear when copied. Always keep a copy for your own record. Make sure the application is sent in plenty of time, as applications will not be accepted after 4pm on the closing date.

Write in a clear, concise, well-organised and positive way. Tailor your application for our particular job.