



Confederation of Community Groups Newry & District

Application Guidelines

The Confederation of Community Groups: Receptionist / Admin (part time)

Thank you for your interest in the above vacancy. Please see attached the job description and person specification for the post. If accessing this form from our website please click on the 'job application form' link to access the application form, which includes the Monitoring Form.

Applicants must complete all the application papers – **the use of CVs in any way will not be accepted.**

Under the section headed 'Role Requirements' it is essential that applicants **clearly demonstrate through the use of examples** how they meet the essential and/or desirable criteria required for the post. It is not acceptable to simply restate the criteria. The shortlisting panel will not make assumptions and if applicants do not demonstrate, through examples, how they meet the criteria they will not be shortlisted to the next stage of selection.

The Confederation of Community Groups reserves the right to interview only those who demonstrate on their application form that they fully meet the essential criteria and also the desirable criteria. The Confederation of Community Groups reserves the right to apply additional criteria to facilitate the shortlisting process where necessary.

All applicants will be contacted regarding the outcome of their application. However, regretfully, the confederation of Community Groups cannot provide feedback regarding your application.

Completed application and monitoring forms in **Microsoft Word format should** be returned by email to rjackson@ccgnewry.org or by post to Raymond Jackson,

Confederation of Community Groups, Ballybot House, 28 Cornmarket, Newry

by 12 noon on Wednesday, 1st March 2023.

Interviews are provisionally planned for Tuesday 7th March 2023

The Confederation of Community Groups is only able to accept applications from those individuals who are currently eligible to work in the UK.

Candidates who score above the minimum threshold during a recruitment selection process, but whose scores mean they are ranked lower than other successful candidates, may be kept on a reserve list for similar roles for a period of up to six months.

Canvassing will automatically disqualify.

The Confederation of Community Groups supports the principles of equality of opportunity