



**NOTTINGHAM FOREST  
COMMUNITY TRUST**

**NFFC**

**NFFC**

**Job candidate pack  
ADMINISTRATOR**



## **NOTTINGHAM FOREST COMMUNITY TRUST IS A DYNAMIC AND AUTHENTIC CHARITABLE ORGANISATION THAT INSPIRES COMMUNITIES TO ASPIRE TO AND DO GREAT THINGS.**

The charitable arm of Nottingham Forest Football Club, The Trust serves a crucial role in the Nottingham and Nottinghamshire regions by working closely with private, public, and third-sector partners to provide support to individuals and organisations to the best of our abilities.

Our primary goals create links between individuals and communities in Nottingham and Nottinghamshire by supporting mental and physical wellbeing, providing opportunities

for training, education, and employment, and encouraging these communities to play an active role in building stronger, safer, and more content communities.

Our commitment is to bring about positive change for as many individuals and groups as possible, while working together to contribute to the greater good of our community. We aim to expand our efforts and further assist those who require our support, and we will continue to do all that we can to achieve this goal.

# OUR VALUES



## ACCESSIBLE

We work hard to support our people and our communities.



## COMMITTED

We work hard to deliver the best possible support and services.



## PROGRESSIVE

We work hard to be the best we can.



# OUR MISSION, VISION AND PURPOSE



## OUR MISSION

Our mission is to deliver support for the people, organisations and communities who need us.



## OUR PURPOSE

Nottingham Forest Community Trust supports our local communities to the best of our ability, providing support for those who need it most, whenever they need it and wherever that might be.



## OUR VISION

Our vision is to have a positive impact in our communities by providing support for those who need us.



# OUR CULTURE & PEOPLE



## CULTURE

Our culture defines us, our people and motivates us to drive and deliver the results we aspire to.

We are an organisation that is responsive to change, echoing our mission, values and purpose.

We believe in creating leaders and growing from within, and we value all of our people's contributions and ideas.

Through being accessible, committed and progressive, we will maintain high standards in everything that we do.



## PEOPLE

We are committed to supporting our people. Without them, we wouldn't be as successful as we are today.

Our people have accountability and shared ownership which gives them the opportunity to have their voices heard and to be a part of the bigger picture.

We treat all people with fairness and respect, and truly believe in the power of diversity.

Our people are accessible to all those who need them, committed to being the best, and progressive in their approach.

# ROLE OVERVIEW



## ADMINISTRATOR

<b>REPORTING TO:</b>	Finance & Administration Manager
<b>SALARY:</b>	£22,308 (pro rata)
<b>CONTRACT:</b>	Part-time, 25 hours, fixed term until August 2024
<b>BENEFITS:</b>	To be discussed during interview process

### PURPOSE OF THE ROLE

Reporting to the Finance & Administration Manager, the Administrator role involves serving as a support point, responsible for managing various tasks to ensure the smooth operation of the organisation. The position requires a combination of organisational skills, communication abilities, and attention to detail to efficiently manage office tasks and contribute to the overall efficiency of Nottingham Forest Community Trust.

### KEY TASKS & RESPONSIBILITIES

1. Deal with incoming telephone and general enquiries.
2. Manage the community email inbox.
3. Book meeting rooms.
4. Provide refreshments for meetings.
5. Deal with incoming and outgoing post.
6. Process paperwork and input data onto the Trust's management systems.
7. Create and distribute invoices.
8. Filing and copying.
9. Stationery management.
10. Demonstrate a willingness to learn new systems.

## SKILLS, KNOWLEDGE AND EXPERIENCE

1. Educated to GCSE level or equivalent.
2. Previous experience in an administration role.
3. Excellent verbal and written communication skills, with an excellent telephone manner.
4. Able to organise and prioritise own workload and exercise initiative in the workplace.
5. Ability to work as part of a team and independently.
6. Competent in the use of Microsoft Office Packages (Word, Excel, and Outlook)
7. Experience in Sage would be a great advantage.
8. Prior customer service experience.
9. Friendly, approachable, and professional.
10. Adaptable to a changing environment.

## PERSONAL VALUES

1. Committed to the personal development of self and others.
2. Accessible and approachable to others.
3. Progressive attitude towards innovation and positively impacting others.
4. Values and respects others, builds relationships and works collaboratively.
5. Always lead by example and acts with integrity.
6. Highly organised with strong administrative skills and excellent attention to detail.
7. Self-motivated and resilient to organisational pressures and changing environments.
8. Commitment to equal opportunities.
9. Willingness to work unsociable hours, including evenings and weekends.
10. Recent relevant DBS check or willingness to undertake one.
11. Communicate and maintain positive relationships all staff at Nottingham Forest Football Club.
12. Undertake any other duties and responsibilities that commensurate with the grade of the post.

# APPLICATION FORM



## 1. VAGANCY DETAILS

Job Title:

## 2. PERSONAL DETAILS

Surname:

Preferred Title:

First Name:

Home Address:

Post Code:

Home Tel No:

Mobile No:

National  
Insurance No:

EU settlement reference number (if applicable):

E-mail Address:

Work Tel No:

When can you start work for us?

## 3. ELIGIBILITY TO WORK

Do you require a permit to work in the UK? ☐ Yes

☐ No

You will be required to provide evidence of eligibility criteria.

## 4. CRIMINAL RECORD

Having a criminal conviction will not necessarily preclude you from working with us. We will generally only take account of previous convictions if the nature of the offence is relevant to the type of work you would be doing. Generally you will only be asked to disclose any unspent convictions as defined by the Rehabilitation of Offenders Act 1974. However, certain posts are exempt from the Act and require that you disclose any conviction, caution or binding over including those that are considered “spent” under the Act. If the post you are applying for requires such a disclosure this will be indicated in the job description.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions (excluding youth cautions) under the Rehabilitation of Offenders Act 1974? Yes No

If yes, please give details of any UNSPENT convictions or cautions you may have:

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes No

If yes, please give details of any adult cautions or spent convictions you may have that are defined as NOT PROTECTED:

Disclosure and Barring Service (DBS) Check  
Are you applying for a job that requires a DBS check or is exempt from the Rehabilitation of Offenders Act 1974? Yes No

This information can be found in the job description.

If yes, please give details of any SPENT convictions or cautions you may have:

## 5. ARE YOU CURRENTLY EMPLOYED BY NFFC/NFCT?

Yes No

If yes, please give details of job title and start date:

## 6. ADJUSTMENTS

Please tell us if there are any adjustments you require in order to fully participate in the application process.

# 7. EDUCATION

Please tell us about any qualifications or training that is relevant to the job you are applying for.  
Please use the additional information section or a separate piece of paper if necessary and start with the most recent first.

Dates (From/To)	Place of Study/ Course Attended	Subject & Level ie. GCSE English	Grade	Date Gained (or expected)

# 8. PROFESSIONAL MEMBERSHIPS

Please give details and registration number(s) where relevant, e.g. FA number.

You may be asked to provide evidence or your qualifications/training and memberships during the recruitment process.

## 9. HAVE YOU WORKED FOR US IN THE PAST?

Yes                  No

If yes, please give details:

## 10. ARE YOU RELATED TO ANYONE WORKING AT NFFC/NFCT?

Yes                  No

If yes, please give details:

## 11. EMPLOYMENT

Please give details of all of your employers past to present. Don't forget to include work experience or voluntary/unpaid work.

Present or most recent employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:

Employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:

Employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:

## 12. SUPPORTING STATEMENT

Please explain how your experience, skills, knowledge and personal qualities meet the requirements in the job description and provide relevant examples. If you require more space, please attach extra pages, but remember it's quality not quantity that counts.

## 13. FURTHER INFORMATION

Please advise us of any further information that might be relevant to the selection stage, such as any dates you are not available for interview, any pre-booked holidays, or training courses.

## 14. DO YOU HAVE A CURRENT DRIVING LICENCE?

Yes                  No

We only need to know this information if the job requires you to hold a driving license.  
You will find this information in the job description.

## 15. REFERENCES

Including your current or most recent employer please give the name and contact details of two referees. In signing this form you are giving permission to request personal information about you from your referees, which may include confirmation of your previous salary, attendance record and work history. References will only be taken up if you are successful at the selection stage.

REFERENCE 1 (Must be most recent employer)

Full Name of Referee:

Job Title of Referee:

Type of reference:                  Employer /                  Personal /                  Academic

Company Address:

Telephone Number:

Email Address:

Position held by you:

Dates of Employment - Date Started:

Date Left:

REFERENCE 2

Full Name of Referee:

Job Title of Referee:

Type of reference:                  Employer /                  Personal /                  Academic

Company Address:

Telephone Number:

Email Address:

Position held by you:

Dates of Employment - Date Started:

Date Left:

## 16. ADVERTISEMENT SOURCE

Where did you see the job advertised?

## 17. CONFIRMATION OF DETAILS

I confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold.

NFCT is committed to protecting the privacy and security of the personal information of all applicants/candidates be that for employment in any capacity. We have prepared a privacy notice which describes how we collect and use personal information about job candidates during and after the application process.

Signature

Date

Please email your completed application to [claire.gascoigne@nottinghamforest.co.uk](mailto:claire.gascoigne@nottinghamforest.co.uk)

In order to be considered for a role at NFCT, all candidates must complete a diversity monitoring form and submit with this application form.

I confirm I will include a completed diversity form with my application:

# DIVERSITY FORM

## CONFIDENTIAL



Nottingham Forest Community Trust is committed to developing positive policies to promote equal opportunities and prohibiting unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex or sexual orientation. In order to ensure that these policies are being carried out, and as part of our ongoing commitment towards achieving equality in everything we do, the Trust is monitoring the diversity of its job applicants and staff. Effective monitoring is an important tool for ensuring that we comply fully with the Equality Act 2010. Monitoring equality data is essential in allowing us to understand our workforce and who applies for roles within it. The information you provide will allow us to implement specific programmes in order to address any under-represented groups within our workforce, potentially increasing the diversity of the Trust's staff in the future. The information you provide will be treated in confidence.

## YOUR DETAILS

### Gender:

Man	Woman	Trans Man	Trans Woman
Non-binary	Other (please specify):		I'd prefer not to answer

### Your age group:

Under 18	18 - 29	30 - 39	40 - 49	50 - 59
60 - 64	65 - 69	70+	I'd prefer not to answer	

### Ethnicity:

White - English	Mixed - White and Black African	Asian / Asian British - Other
White - Irish	Mixed - White and Asian	Black / Black British - African
White - Scottish	Mixed - Other	Black / Black British - Caribbean
White - Welsh	Asian / Asian British - Indian	Black / Black British - Other
Gypsy or Irish Traveller	Asian / Asian British - Pakistani	Arab
White - Other	Asian / Asian British - Bangladeshi	Other
Mixed - White and Black Caribbean	Asian / Asian British - Chinese	I'd prefer not to answer

# DIVERSITY FORM

## CONFIDENTIAL



### Religion or belief:

No religion	Baha'i	Buddhist	Christian (All Denominations)	Hindu
Jewish	Muslim	Sikh	Any other religion / belief	I'd prefer not to answer

### Sexual Orientation:

Heterosexual	Bisexual	Gay	Lesbian
Pansexual	Other (please specify):	I'd prefer not to answer	

### Disability - do you consider yourself to have a disability?

Yes	No	I'd prefer not to answer
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### If you answered yes to the above, which best describes your disability?

Visual Impairment	Mental Health Condition	Physical Impairment - wheelchair user
Hearing Impairment	Mobility	Learning Difficulty
Speech Impairment	Manual Dexterity	Learning Impairment Disability
Progressive Condition	Physical Co-ordination	Other

I understand that the information I have provided above will be recorded and processed by the HR Department either manually and/or electronically in accordance with the Trust's privacy notice and the data protection principles contained therein.

I enclose with this document a signed copy of the appropriate Consent Form.

# CONSENT FORM - GENERAL DATA PROTECTION REGULATION (GDPR)



In accordance with its Privacy Notice, Nottingham Forest Community Trust is approaching you for your written consent to allow us to process your personal information for the specific purposes set out in this form.

## 1. THE INFORMATION WE ARE REQUESTING

We would like to collect personal information about your diversity.

## 2. WHY WE REQUIRE THIS INFORMATION

Nottingham Forest Community Trust is committed to developing positive policies to promote equal opportunities and prohibiting unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex or sexual orientation.

## 3. HOW WILL WE USE THIS INFORMATION

The information you provide will allow us to implement specific programmes in order to address any under-represented groups within our workforce, potentially increasing the diversity of the Trust's staff in the future. The information you provide will be treated in confidence.

## 4. WHO WILL USE THIS INFORMATION

The Trust's HR Department will use the information in accordance with paragraphs 2 and 3 of this form and we will share your anonymised personal information in a report to the business on an annual basis.

We may also share your personal information where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

## 5. RIGHT TO WITHDRAW CONSENT

You have the right to withdraw your consent provided under this form at any time. To withdraw your consent, please contact Claire Gascoigne, People & Governance Manager at [claire.gascoigne@nottinghamforest.co.uk](mailto:claire.gascoigne@nottinghamforest.co.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

I have read and understood the content of this form and I consent to Nottingham Forest Community Trust collecting, processing and transferring the personal information and for the specified purposes set out in this form.

Name

Signed

Date

# APPLICATION PROCESS



**APPLICATION DEADLINE:** 9<sup>th</sup> February 2024

**INTERVIEW DATES:** TBC

All applicants must diligently fill out the application form and diversity form provided in this package. These forms should be promptly submitted via email to [claire.gascoigne@nottinghamforest.co.uk](mailto:claire.gascoigne@nottinghamforest.co.uk) before the application deadline. As an integral part of the application process, all candidates must possess the right to work in the UK, undergo an enhanced DBS check, and provide two professional references.

## EQUALITY OPPORTUNITIES

Nottingham Forest Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

## PRIVACY NOTICE

Nottingham Forest Community Trust is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and meeting its obligation under the General Data Protection Regulation and the Data Protection Act 2018. For more information, please see our [Privacy Notice](#).

## SAFEGUARDING

Nottingham Forest Community Trust have a robust safer recruitment process that includes obtaining references, completing an enhanced DBS check, completion of our onboarding process, providing training and education to all coaches and volunteers working with children and vulnerable adults through a Safeguarding Induction, EDI Induction and Safeguarding training which is completed within the first 2 weeks of employment.





# NOTTINGHAM FOREST COMMUNITY TRUST

The City Ground  
Pavilion Road  
Nottingham  
NG2 5FJ

[community@nottinghamforest.co.uk](mailto:community@nottinghamforest.co.uk)  
[nottinghamforestcommunitytrust.co.uk](http://nottinghamforestcommunitytrust.co.uk)

Registered Charity No: 1139561