President:
Sandi Toksvig

Chair:

Lisa Holdsworth

General Secretary:

Ellie Peers

First Floor

134 Tooley Street

London SE1 2TU

**Tel: 020 7833 0777**

6 April 2022

Dear Potential Candidate,

**Re: Administrator (member support)**

Thank you for your request for an application pack and further details for the above post at the WGGB, the writers’ union.

Before completing the application form, you should read the enclosed guidelines. Please do not include your name on any part of the form, other than where you are specifically requested to do so.

Applications will not be acknowledged but, if you are to be called for interview, you will be notified shortly after the closing date. We will not be able to provide feedback on applications from candidates who are not shortlisted.

Please email the completed applications to with the subject header *Administrator* to lesley@writersguild.org.uk the closing date for applications is **5pm, 28 April 2022.**

Please note that CVs are not accepted.

Best wishes,

Ellie Peers
**WGGB General Secretary**

**Job title:** Administrator (member support) **Hours:** 35 hours per week, full-time

**Location:** office based in London Bridge
**Salary:** £29,000 plus pension
**Start date:** As soon as possible

**Reports to:** Deputy General Secretary

**Job purpose**The Writers’ Guild of Great Britain (WGGB) is a trade union representing professional writers in TV, film, theatre, radio, books, comedy, poetry, animation and videogames.

We are seeking a skilled administrator who is able to multi-task and problem solve, to join our small, friendly team. The key area of responsibility is membership support and the postholder will be the first point of call for all members/non-members. They will need to be a “people person” able to deal with a range of enquiries in a friendly manner. Experience of cloud-based IT and database systems is needed as is an interest in the creative industries and an inquiring mind.

**Main duties & responsibilities:**

**Membership**

* Maintenance of the WGGB membership systems; including the processing of membership applications and renewals, and helping members to keep their membership up to date.
* Processing and recording subscriptions and donations paid via direct debit, card payments, cheques, etc.
* Advising on all aspects of WGGB membership to both members and non-members.
* Undertaking research and analysis as required, including monthly membership and retention reports.
* Distributing membership information/cards/packs.
* Ensuring the WGGB membership systems are as efficient as possible and supporting other staff members in their use of those systems.
* Producing and maintaining ‘how to guides’ on the WGGBs administrative systems.
* Assisting and supporting the organising team, where necessary in recruitment/events.

**Communications**

* The selection and editing of listings for inclusion into the weekly e-bulletin.
* Supporting the production of the weekly e-bulletin and other key communications.
* Maintaining data integrity between the website, membership and e-bulletin databases.
* Assisting the communications manager and e-bulletin editor where necessary.

**General**

* Dealing with queries from members, agents, employers and others both quickly and courteously.
* Assisting in the administration of committees and working parties, including distribution of minutes/reports, maintenance of registers, etc., and to attend meetings of committees, working parties etc. as required.
* Working closely with other team members to ensure accurate information flow and maximisation of staffing resources.
* Upkeep of office supplies.
* Maintaining and sourcing external contacts/suppliers to ensure that the office services are maintained.
* Attending key WGGB events as required, which may involve occasional evening work (time off in lieu will be given).
* To undertake all duties with due regard to the policies of the union, including but not limited to, Equal Opportunities and Health & Safety.
* To maintain the confidentiality of information and abide by the provisions of the Data Protection Act.

You may be required to undertake other tasks from time to time when reasonably instructed to do so by the Deputy General Secretary or General Secretary.

Training will be provided as and when required.

**Personal Specification**

This person specification is designed to help members of the interviewing panel judge the qualities of the interviewees in a systematic and consistent way.

|  |  |
| --- | --- |
| **Heading** | **Selection Criteria** |
| **Education** | Educated to degree level **and/or** a recognised qualification in business and administration |
| **Employment:** | 12 months work in an office environment, ideally in a trade union or membership organisation. |
| **Interpersonal & Communication****Interpersonal & Communication**  | Experience of giving basic advice including:* member/customer care
* dealing with people who are angry or upset.

Experience of:* influencing others
* drafting correspondence newsletters, minutes etc
* effectively working in a team environment.
* Working with volunteers
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| **Information & Resource Management** | Experience of handling or processing financial and/or information resources including:* Customer relationship and/or management information databases
* Financial records & banking software
* ICT packages including Microsoft Office
* Maintaining confidential information.
 |
| **Thinking** | Experience of:* practical problem solving
* planning and organising meetings
* analysing information
 |
| **Initiative & Independence** | Experience of organising and prioritising own workload including:* decision making within guidelines
* following policies and procedures.
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| **General Knowledge** | * Understanding of and interest in the role of trade unions.
* Understanding of and commitment to the principles of equality.
* Interest in and knowledge of the creative industries
* General understanding of employment/freelance issues.
 |

**GUIDANCE TO HELP YOU COMPLETE YOUR APPLICATION**

*Please read this guidance carefully before completing your application.*

**GENERAL**

* Please do not include your name on any part of the form, other than where you are specifically requested to do so (i.e. Section F and the Equal Opportunities Monitoring Form).
* Either type directly onto this form or print out and complete the form in black ink. This is because the application will be photocopied during our own administrative process.
* It is WGGB’s policy not to accept or consider CVs that are attached to applications.
* Applications received after the closing time/date will not normally be considered. If you want an acknowledgement that your application has been received, please ask for this when submitting it. WGGB cannot be held responsible for applications that miss the deadline for reasons that are beyond its control.

**YOUR APPLICATION**

1. Use this section to provide details of your current role and previous roles. If you have no previous employment, write ‘none’.
2. Use this section to provide details of other experience that may be relevant to the post e.g. voluntary work, community work, trade union activities etc.
3. Use this section to provide details of your education and or training etc. that you have acquired, and which would help you in the post, starting with the most recent first. You should also provide details of any relevant professional qualifications or memberships you may hold or learning you are currently undertaking. Please note that you may be required to provide evidence of qualifications you cite in support of your application.
4. Candidates are advised to read the Job Description and Person Specification because this Section will be considered against the Person Specification as part of the shortlisting process. Selection for interview is based solely on the information that you provide in your application form, and because Section D requires you to clearly set out and evidence how your knowledge, skills, experience and abilities etc. make you suitable for the post, it is extremely important in deciding whether or not you will be invited to interview. To translate your knowledge, skills, experience, and abilities into written evidence to support your application, you must address each part of the Person Specification:
* In order,
* Using the criteria in the Person Specification as headings,
* Writing clear supporting statements that clearly demonstrate how far you meet each one (e.g. by using examples) and
* Not using more than 3 sides of A4, Arial font size 10.

The examples you choose can be from previous jobs, volunteering, training etc. The most important thing is that they show the shortlisting panel how far you meet each role requirement. It will not be sufficient to simply tell the panel e.g. ‘I have experience of…’, ‘I am committed to…’ or ‘I am able to…’ etc.

Only the information provided in this written application is taken into account in the shortlisting process, except where a disability is indicated.

1. If you are conditionally offered a position with WGGB, we will approach your referees as part of the pre-employment checks. Please use this section to provide the names and contact details for your two referees. The first should be your current or most recent employer and the second should be the employer immediately prior to that. If you have not worked you may wish to give the names of teachers, lecturers or other professionals who are able to comment. Your referees should be able to verify and substantiate the evidence provided in your application. WGGB does not accept references from friends or relatives. WGGB will only contact referees once a conditional offer of employment has been accepted. All positions are offered on the condition that WGGB receives references that are satisfactory to the organisation.
2. Candidates are identified by number only. Section F and the Equal Opportunities Monitoring Form are detached before the application is considered during the shortlisting process. Personal information is maintained for administrative and statistical purposes.
* To comply with the law under Section 8 of the Asylum and Immigration Act 1996, WGGB requires evidence of your eligibility to work in the UK. If you are selected for interview, you will be required to provide evidence (e.g. your passport, birth certificate, work permit etc.). WGGB will make a copy of the original documents and retain in line with Section G, Data Protection.
* You are required to give details of ‘unspent’ convictions and pending convictions. A ‘spent’ conviction is when you have been convicted of an offence but not convicted again within a specified time. A conviction becomes spent after a certain length of time, which varies according to the sentence and your age at the time of the conviction. WGGB will not discriminate against ex-offenders. If you have previous convictions this will not automatically prevent you from getting the job. We consider how previous convictions could affect the job you are applying for.

**England & Wales** - Rehabilitation Periods:

|  |  |  |
| --- | --- | --- |
| **Sentence** | **End of rehabilitation period for adult offenders** | **End of Rehabilitation Period for offenders under 18 at the date of conviction. Months from completion of the sentence** |
| Custodial sentence of 30+ months, but > 48 months | 7 years from completion of sentence | 42 months from completion of sentence |
| Custodial sentence 6+ months, but > 30 months | 48 months from completion of sentence | 24 months from completion of sentence |
| Custodial sentence of 6 months or less | 24 months from completion of sentence | 18 months from completion of sentence |
| Removal from Her Majesty's service | 12 months from date of conviction | 6 months from date of conviction |
| A sentence of service detention | 12 months from completion of sentence | 6 months from completion of sentence |
| A fine | 12 months from date of conviction | 6 months from date of conviction |
| A compensation order | The date on which the payment is made in full | The date on which the payment is made in full |

Sentences of more than 48 months can never become spent and must be declared.

**Scotland** - Examples of sentences and corresponding Rehabilitation Periods:

|  |  |
| --- | --- |
| **Sentence** | **Rehabilitation Period** |
| People aged 18+ at time of sentence | People aged >18 at time of sentence |
| Prison sentence of 6 months or less | 7 years | 3 ½ years |
| Prison sentence of more than 6 months up to 2 ½ years | 10 years | 5 years |
| Probation | 5 years | 2 ½ years |
| Fine, Community Service, Supervised Attendance Order | 5 years | 2 ½ years |
| Absolute Discharge, Admonishment  | 6 months | 6 months |

Sentences of more than 2 ½ years can never become spent and must be declared. If you have been sentenced in front of a jury for an offence which has been committed during a previous rehabilitation period, you may find that the second conviction makes the first rehabilitation period longer.

* Applicants for vacancies that show a flexible working preference such as job share shall receive no less favourable selection consideration.
1. If you are successful, the application form and supporting documents etc. will be retained on file, securely and confidentially. If you are unsuccessful, the application form and supporting documents will be stored securely and confidentially for 12 months after which time, they will be destroyed.

If you give false or misleading information on your application form, it will be rejected. If you gain employment with WGGB by making such statements, you will be liable to action which could result in your dismissal.

**EQUAL OPPORTUNITIES MONITORING FORM**

WGGB is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and to not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

To assess how successful this policy is, we monitor all prospective and existing employees on the protected characteristics mentioned above. We would therefore be grateful if you would complete the questions on this form. WGGB manage this information in line with Section G, Data Protection.

**POTENTIAL CONFLICTS OF INTEREST**

WGGB is a non-affiliated trade union and works in close partnership with other organisations to effectively represent its membership. We recognise that people hold a wide range of differing beliefs and views, however in order to maintain our neutrality and effectiveness, it is essential that WGGB’s employees ensure potential conflicts of interest are managed effectively and do not compromise WGGB’s position.

**COMPLETED FORMS**

The completed Application Form and Equal Opportunities Monitoring Form should be returned (5pm, 28 April 2022) via email; with the subject header *Administrator* to lesley@writersguild.org.uk

We look forward to receiving your completed application in due course.

Please either type directly onto this form using *Microsoft Word* or print out and complete the form in black ink. It is essential that you read the guidance notes provided before you complete your application.

|  |  |
| --- | --- |
| **Application for Employment as:** | **Administrator (member support)** |
|  |  |

**A EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **Job title:** | **Employer:** |
|   |   |
| **Date from:** | **Date to (if applicable):** |
|   |   |
| **Salary (£) and benefits:** |
|   |
| **Brief description of duties and responsibilities:** |
|   |
| **Previous posts (starting with the most recent):** |
| **Job title:** | **Employer:** | **Dates (from/to):** | **Brief description of duties and responsibilities:** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
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**B OTHER EXPERIENCE**

|  |
| --- |
| **Please provide details of other experiences that are relevant to this post e.g., voluntary, community, trade union activities.** |
| **Dates (from-to):** | **Activity** |
|   |   |
|   |   |
|   |   |

**C EDUCATION/TRAINING**

|  |  |  |
| --- | --- | --- |
| **Further/higher education:** | **Dates from/to:** | **Qualifications/grade:** |
|     |     |     |
|  **Secondary education:** | **Dates from/to:** | **Qualifications (with date)/grade:** |
|     |     |     |
| **Other relevant training, professional qualifications, or work-related skills (for example TUC training; IT skills training; management training):** |
|     |
| **Are you undertaking any course of study at present? (if so, please give details)** |
|     |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** |
|     |

**D RELEVANT KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE ETC**

|  |
| --- |
| Candidates are advised to read the Job Description and Person Specification. Selection for interview is based solely on the information that you provide in this application form and because this section requires you to clearly set out how your knowledge, skills, experience and abilities etc make you suitable for the post, it is extremely important in deciding whether or not you will be invited to interview. You must address each part of the Person Specification *in order*, *using the numbered criteria in the Person Specification and clearly demonstrate how far you meet each one*. To do this, you should give examples where possible from previous jobs, volunteering, training etc that show the panel how far you meet each aspect of the Person Specification. It will not be sufficient for example, to simply say, ‘I have experience of…’, ‘I am committed to…’ or ‘I am able to…’ etc. This section must be *no more than three sides of A4* and in a font no smaller than 10 point. |
|    |

**E REFEREES**

Applicants should provide, in the space below, the names and addresses of two referees. The first should be your current or most recent employer and the second should be the employer prior to that. If you have not worked you may wish to give the names of teachers, lecturers or other professionals who are able to comment. WGGB does not accept references from friends or relatives.

|  |  |
| --- | --- |
| **1. Name and job title:** | **2. Name and job title:** |
|   |   |
| **Address (inc. postcode):** | **Address: (inc. postcode)** |
|     |   |
| **Telephone number:** | **Telephone number:** |
|   |   |
| **Email:** | **Email**: |
|   |   |
| **Relationship to referee:** | **Relationship to referee:** |
|   |   |

Please note that references are only taken up for successful candidates after interview.

**F PERSONAL DETAILS**

This section, and the Equal Opportunities Monitoring Form that follows, will be detached, and not used in the shortlisting/selection process.

|  |  |
| --- | --- |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Email address:** |  |
| **Day time telephone number:** |   |
| **Evening telephone number:**  |  |
| **Mobile telephone number:** |   |

|  |
| --- |
|  **Other Details** |
| What is the notice period required in your present post? |  |
| Are you a British subject or a national of any EU country? | Yes | No |
| If not, do you have the right to work in the UK and a current work permit? | Yes | No |
| If so, please state the expiry date of your right to work in the UK and/or your work permit: |
|  Where did you see the advertisement for the post? |

|  |  |  |
| --- | --- | --- |
| **Rehabilitation of Offenders Act 1974**Do you have any convictions or cautions that you consider are not spent or actions pending? | Yes | No |

|  |
| --- |
| If YES, please give details. |

**G DATA PROTECTION & DECLARATION**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 2018. Individuals have, on written request the right of access to personal data held about them. Any false, incomplete, or misleading statements may lead to dismissal.

I declare that the information given in this application is to the best of my knowledge complete and correct and give my consent to WGGB processing the data supplied in this application form for the purpose of recruitment and selection.

|  |  |
| --- | --- |
| **Signature:** | **Date:** |
|   |  |

Please return your completed Application Form and Equal Opportunities Monitoring Form (by 5pm, 28 April 2022) via email, with the subject header *Administrator* to lesley@writersguild.org.uk

**EQUAL OPPORTUNITIES MONITORING FORM**

WGGB is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The information you provide will be used for statistical and monitoring purposes only. It will be treated in confidence and is subject to the provisions under the current Equality Legislation and Data Protection Act.

|  |  |
| --- | --- |
| **Last name:** |   |
| **First name:** |   |
| **Date of Birth:** |  |
| **Post applied for:** |  |

|  |  |
| --- | --- |
| **Would you describe yourself as**: | **Does your gender identity match the sex registered at your birth?** |
| Female |  | Yes |  |
| Male |  | No |  |
| Non-binary |  | Prefer not to say |  |
| Own term |  |  |  |
| Prefer not to say |  |  |  |

|  |  |
| --- | --- |
| **What is your Marital Status?** | **How would you define your sexual orientation?** |
| Married |  | Bisexual  |  |
| Civil partnership |  | Gay/Lesbian |  |
| Single |  | Heterosexual |  |
| Other |  | Other |  |
| Prefer not to say |  | Prefer not to say |  |

|  |
| --- |
| **What is your religion?** |
| None |   | Muslim |  |
| Christian |   | Sikh |  |
| Buddhist |  | Atheist |  |
| Hindu |  | Other |  |
| Jewish |  | Prefer not to say |  |

|  |
| --- |
| The Equality Act 2010 defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. **Do you have a disability?** |
| Yes |   |
| No |   |
| If YES, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and meet our obligations under the Equalities Act 2010: |

|  |
| --- |
| **What is your ethnic group?** (The ethnic origin categories below are taken from the 2011 Census. They are not about nationality, place or birth, citizenship or race but relate to the group to which you as an individual consider you belong.): |
| **White** | **Black/African/Caribbean/Black British** |
| English |  | African |  |
| Welsh |  | Caribbean |  |
| Scottish |  | Any other Black/African/Caribbean background |  |
| Northern Irish |  | **Mixed/multiple ethnic groups** |
| Irish |  | White and Black Caribbean |  |
| Gypsy or Irish Traveller |  | White and Black African |  |
| Other White background |  | White and Asian |  |
| **Asian/Asian British** | Any other mixed background |  |
| Indian |  | **Other ethnic group** |
| Pakistani |  | Arab |  |
| Chinese |  | Cornish (given minority status in 2014) |  |
| Bangladeshi |  | Any other ethnic group |  |
| Any other Asian background |  | Prefer not to say |  |

**DATA PROTECTION & DECLARATION**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them. Any false, incomplete, or misleading statements may lead to dismissal. **I give my consent to WGGB processing the data supplied in this application form for the purpose of recruitment and selection.**

|  |  |
| --- | --- |
| **Signature** | **Date:** |
|  |  |