COLIN GLEN TRUST

Guidance Notes on Completing this Application Form

Thank you for requesting an application pack for a job opportunity with Colin Glen Trust.

In order to ensure that your application is considered you must complete the application form in this pack.

Candidates will be selected for interviews only on the basis of the information supplied on this form. It is in your best interest to follow all instructions and complete all necessary sections in a clear and concise manner.

All applications must be completed in BLACK ink / typescript and ALL boxes / questions must be completed. Failure to do so may result in your application not being considered.

You have been supplied with a job description, which sets out the essential and desirable criteria for this job.

When completing this form you are requested to study the criteria and you should CLEARLY indicate when your experience or qualifications are relevant to the job specification.

If you do not have the qualifications requested but do have an equivalent you must include details of this. The panel will not assume you have the qualifications or experience required.

CV’S ARE NOT ACCEPTED

Applications will not be accepted by email.

Completed applications must be posted or hand delivered to the correct address.

Important

The completed Equal Opportunities Monitoring form must be submitted in a sealed envelope and included within your completed application pack. Failure to return monitoring forms will be seen as an incomplete application pack.

This post is subject to an Enhanced Access NI Disclosure.

[www.colinglen.org](http://www.colinglen.org)

Application for Employment

Youth Worker Sessional

Colin Glen Trust believes in Equal Opportunities for all

Colin Glen Trust

Forest Park Centre

163 Stewartstown Road

Belfast, BT17 0HW

Every appointment is made on merit

All information provided will be treated in confidence

### PERSONAL DETAILS

|  |  |
| --- | --- |
| First Name | Surname |
| Home Address | |
| Post Code | Contact Telephone Numbers  Home  Work (if appropriate)  Mobile (if available) |
| Email: |
| National Insurance number |

EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Type of school (e.g. Grammar, Secondary, Comprehensive) College / University | Examinations taken and results / Results achieved / Degree awarded |
|  |  |  |  |

Continue on a separate sheet if necessary

TRAINING AND PERSONAL DEVELOPMENT- Please highlight any training you have received which you feel would be relevant to this role

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Continue on a separate sheet if necessary

### DETAILED EMPLOYMENT HISTORY

### Please start with your present or most recent employer and work backwards in time. List all jobs with each employer. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Job Title | Salary |
| Name and address of employer:  Type of business | | | |
| Main duties, responsibilities and main achievements | | | |
| Reason for leaving | | | |
| Notice Period | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Job Title | Salary |
| Name and address of employer:  Type of business | | | |
| Main duties, responsibilities and main achievements | | | |
| Reason for leaving | | | |

Continue of separate sheet if necessary

WORKING WITH YOUNG PEOPLE – Details of your experience and skills in this area.

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Continue on a separate sheet if necessary

Dealing with difficult situations – Please outline your specific experience and outline your successes when faced with a difficult situation

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Continue on a separate sheet if necessary

Engaging with others– Please outline your experience in the area of engaging with young people and outline how you have inspired young people to get involved in activities you were involved with.

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Continue on a separate sheet if necessary

RELEVANT ATTRIBUTES– What other experience do you have that you think would make you good candidate for this role within Colin Glen Trust? (Please outline interest/experience in the leisure, charity sector, social economy, commercial or government funded and fundraising dependent business. Please include any additional knowledge or qualifications you feel are important).

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Continue on separate sheet if necessary

GENERAL:-

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| --- | --- | --- | --- | --- |
| Have you, within the past three years, had an illness or accident that has caused you to be off work for four weeks or more? Yes/No  If YES please indicate nature of illness or accident and the length of time that you were off. If there have been multiple periods of sickness please detail each one as above. | | | | |
| Do you have any convictions?  If yes, please give details of the convictions you have including dates. *Do not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order.*  *Please note that this post is subject to an Enhanced Access NI check.* | Yes |  | No |  |
| Do you have a full, current UK unendorsed driving licence?  If no, please list endorsements including dates. | Yes |  | No |  |
| Do you have access to a car? | Yes |  | No |  |
| Please indicate if you have any disability? | Yes |  | No |  |
| Special Requirements  Please list below any special requirements or reasonable adjustments that you may need if you are called for interview: | | | | |

REFERENCES -please provide the name of two previous employers whom we can contact for a reference. At least one must be from your current / most recent employer. Your referees will not be contacted without your consent. PLEASE DO NOT PROVIDE ANY CURRENT MEMBER OF STAFF OF THE COLIN GLEN ORGANISATION AS A REFEREE.

|  |  |
| --- | --- |
| Name: | Name: |
| Title and Address: | Title and Address: |
| Relationship: | Relationship: |
| Contact telephone number: | Contact telephone number: |
| Email: | Email: |
| I certify that the above information is correct and can be treated as part of any subsequent contract of employment. Any non-disclosure of relevant information could result in termination of employment.  Signature Date: | |

COLIN GLEN TRUST

### JOB DESCRIPTION

# JOB TITLE: Sessional Youth Worker

EMPLOYER: Colin Glen Trust

LOCATION: 163 Stewartstown Road, Dunmurry, BT17 OHW

HOURS OF WORK: As and when required

SALARY: Paid in accordance with JNC scales

RESPONSIBLE TO: Project Manager

INTRODUCTION

Completed application forms which demonstrate the experience sought, must be returned to the *Social Enterprise Manager, Colin Glen Trust, Forest Park Centre, 163 Stewartstown Road, Belfast, BT17 0HW to arrive no later than 4.00pm on Friday 2nd June 2017*

LOCATION

The successful candidate should expect to be based at the Colin Glen Forest Park Visitor complex, 163 Stewartstown Road, Belfast, BT17 0HW although will have to work across a number of sites.

JOB PURPOSE:

The purpose of the Youth Worker post is to work with and support disengaged young people from within the Colin and surrounding areas through the *Colin Glen organisation.*

The post holder will use his/her knowledge, skills and expertise to develop and implement a range of participation based programmes aimed at building the self-esteem and personal well-being of young people from within the Colin and surrounding areas.

MAIN DUTIES AND RESPONSIBILITIES:

1. To assist in the planning and delivery of youth work programmes as agreed with young people at various locations.
2. To assist in the development and implementation of a comprehensive set of training programmes and projects (indoor/outdoor), diversionary activities and targeting disengaged young people especially to those identified with support from the management team.
3. To work in partnership with relevant organisations, e.g. community safety forums, PSNI, Belfast City Council, Probation Board, Youth Justice Agency, Community Restorative Justice Ireland, schools, training partners and all other relevant stakeholders.
4. The delivery of effective collation, recording and analysis of all records, reports and statistics in relation to the programme’s work with young people. To support the development of the database of service users, taking particular responsibility for your defined area of work.
5. To ensure all appropriate administration is carried out satisfactorily in relation to your employment and for activities and events for which you have a devolved responsibility.
6. To maintain records and produce reports for all relevant bodies including all funders, Belfast City Council and Colin Glen Trust Board.

GENERAL

1. To comply with and promote all Colin Glen Trust Policies & Procedures including Child Protection, Equity, Risk Assessments and Health & Safety. Due to the nature of this post, the successful candidate will be required to complete an Enhanced Access NI Disclosure.
2. To promote and market the Colin Glen through the delivery of excellent quality youth projects.
3. To participate in continuous professional development and performance review programmes as required.
4. To undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile of Colin Glen Trust.
5. To assist with the booking, security and management of the outdoor facilities including Colin Park Leisure and Colin Glen Forest Park , under the management of Colin Glen Trust.
6. Any other duties as may be allocated from time to time in accordance with the general nature of the post.

PERSONNEL SPECIFICATION

1. QUALIFICATIONS AND ATTAINMENTS:

*Essential Criteria:*

* 1. Recognised qualification in Youth and/or Community Work. Min OCN Level 3

*Desirable Criteria:*

* 1. \*3 GCSE passes grades A – C, or equivalent, which includes English Language and Maths.
  2. Certificate level and above in Community Youth Work

1. RELEVANT EXPERIENCE

*Essential Criteria*

2.1 \*1 years’ demonstrable experience full time (or equivalent) work experience in a community based environment which involved working with children, young people and/or other underrepresented groups.

* 1. Demonstrable experience in drafting and dealing with correspondence and enquiries from the general public and/or partner organisations.

*Desirable Criteria*

* 1. Experience of facilitating group work activity with young people.

1. SPECIAL SKILLS AND APTITUDES:

*Essential Criteria*

3.1 Ability to undertake work/ tasks involving a high degree of attention to detail and confidentiality.

* 1. \*Excellent judgement and reasoning skills and the ability to engage with young disenfranchised people.
  2. Excellent communication skills, both verbal and written and the ability to draft correspondence.
  3. \*Competent keyboard skills and experience in the use of Microsoft software in particular Word, Excel, Powerpoint and Databases.

*Desirable Criteria*

* 1. An understanding of and commitment to equal opportunities.

1. COMMUNICATIONS:
   1. \*Ability to create, develop and maintain effective working relationships internally and externally.
   2. \*Ability to deal with situations requiring a firm, courteous and considered approach.
2. DISPOSITION AND CIRCUMSTANCES:

*Essential Criteria*

* 1. Dependable with the ability to work alone or as part of a team.
  2. Must be able to work weekend and evening hours additional hours from time to time some of which may be residential work

*Desirable Criteria:*

* 1. Access to a form of transport, which is insured for use, when travelling on business.
  2. D1 License

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| Please Note:  \* Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria 1.1, 2.1, 3.2, 3.4, 4.1 and 4.2 will go forward to the next stage in the recruitment and selection process.  All other essential and desirable criteria will be assessed by selection test and/or interview. |

APPOINTMENT

* The post is subject to a six month probation period.
* *This is a regulated post, therefore it is subject to a satisfactory Enhanced Access NI Disclosure. It is a criminal offence to apply for this post if you are barred from working in a regulated position.*
* The above post will is funded until 31st March 2016 with the possibility of an extension, subject to funding.
* Salary of £20,858 (pro rata).
* In addition to approved public holidays, there will be an annual leave allowance of 20 days pro rata.

GENERAL INFORMATION

* Colin Glen Trust is committed to equality of opportunity in employment and welcomes applications from all suitable qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether or not they have dependants. All applications for employment will be considered on the basis of merit.

THIS MEMORANDUM SHOULD NOT BE TAKEN AS CONSTITUTING CONDITIONS OF EMPLOYMENT



COLIN GLEN TRUST

EQUAL OPPORTUNITY MONITORING FORM REF NO:

### STRICTLY CONFIDENTIAL

The Colin Glen Trust is committed to equality of opportunity for all job applications regardless of sex, marital status, religions, disability or race.

The Trust selects those suitable for employment and advancement solely on the basis of merit.

In order to fulfil its legal obligation under the Fair Employment (NI) Act 1989 to ensure that its Equal Opportunities Policy is effectively implemented the Trust are monitoring applicants.

Monitoring involves a comparison of the recruitment and career progression of applicants with regard to sex, marital status, perceived religion, disability and race.

# THIS SECTION MUST BE FULLY COMPLETED

Please ensure that you provide the following information by ticking the appropriate box:-

1. *Sex*  Male Female

2. *Martial Status* Single Married Other

3. *Are You Registered Disabled?* Yes No

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

## ***I am a member of the Protestant Community***

*I am a member of the Roman Catholic Community*

*I am a member of neither the Protestant nor Roman Catholic Community*

# Access to this information will be strictly controlled and will not be available to those considering your employment. If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method, which means that we can make a determination on the basis of personal information on file.

Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The information will not be available for any purpose other than Equal Opportunities Monitoring. Once the information has been extracted for monitoring purposes, this part of the application will be destroyed.

#### **Note**

It is a criminal offence under the legislation for a person to “give false information” in connection with the preparation of the monitoring return.

Health Declaration (to be returned separately with EOC form)

Full Name (capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following the introduction of the Disability Discrimination Act 1995, employers must ensure that employment practices are not discriminatory and that reasonable adjustments are made to the workplace to overcome the effects of disability.

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| 1. Do you suffer from any medical condition or disability which:  (a) May prevent your regular attendance at work, or your ability to give effective service over a period of up to one year?  Yes No  If yes, please give details:  (b) May have a health and safety implication for carrying out the job for which you are being considered, e.g. fits, fainting attacks, blackouts or epilepsy?  Yes No  If yes, please give details:  2. Have you been retired on medical grounds from employment?  Yes No  If yes, please give details:  3. Do you suffer from any medical condition or disability which you would like the employer to take into account when considering your application?  Yes No  If yes, please give details: |

It will be a condition of any offer of employment that Colin Glen Trust may require you to undergo a medical examination.