

INFORMATION PACK FOR CANDIDATES FOR THE WATERSIDE SHARED VILLAGE PROJECT MANAGER

Dear Applicant,

Please find enclosed an application pack for the post of **Waterside Shared Village Project Manager**, which contains the following items:

Section 1: Job Description, Page 2

Section 2: Personnel Specification, Page 5 - Essential Criteria

Section 3: Application Form

Section 4: Monitoring Form

Section 5: Information on Waterside Shared Village Project

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.
2. You must complete Section 3 accurately and return it by post by the date and time indicated below.
3. **It is your responsibility to ensure that sufficient information and examples, demonstrating your experience are provided to enable a short-listing panel to assess your suitability for this post.**
4. Applications, and attached sheets:
 - Applications must be completed legibly and returned on or before **12 NOON MONDAY 9TH OCTOBER 2017** by post marked 'Confidential' to Waterside Neighbourhood Partnership to arrive before the closing date/time as stated.
 - Applications received after this deadline will not be considered.
 - Only information provided on the application form will be considered by the Short-listing panel – **CVs will not** be considered.
 - Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details. However, candidates should aim to be concise in completing the application form and should adhere to the word limit in each section.
5. It is the responsibility of the applicant to ensure that **Section 3** is fully and clearly completed and returned. Your Equal Opportunities Monitoring form (**Section 4**) must also be completed and returned in a sealed separate envelope/or by e-mail.



Special EU Programmes Body
Foras Um Chláir Speisialta An AE
Boord O Owre Ocht UE Projecks

Peace 
Northern Ireland - Ireland
European Regional Development Fund

SECTION 1.

WATERSIDE NEIGHBOURHOOD PARTNERSHIP

JOB DESCRIPTION

WATERSIDE SHARED VILLAGE PROJECT MANAGER

JOB TITLE: Waterside Shared Village Project Manager

RESPONSIBLE TO: Project Steering Group

CONTRACTED HOURS: 35 Hours per week

SALARY: £28,485 SO2 Point 32

DURATION: Post funded until 31st December 2020

JOB PURPOSE

Waterside Shared Village is a partnership project based at the Interface of Irish Street and Top of the Hill.

The post-holder will have the responsibility for developing and implementing the Waterside Shared Village Programme Action Plan, the line management of staff and volunteers, the development of programmes, projects and activities and the recruiting of residents from within the Top of the Hill and Irish Street area's of the Waterside.

MAIN RESPONSIBILITIES

- a. To establish and facilitate the Waterside Shared Village Steering Group and relevant working groups ensuring appropriate membership.
- b. To establish effective communication and working relationship with the programmes cross-border partner
- c. To manage, implement and monitor the delivery of sustained contact programmes between Irish Street and Top of the Hill residents and the programmes cross-border partner.
- d. To organise and deliver large scale events including festivals and summer schemes
- e. To develop a publicity strategy to promote the work of the Waterside Shared Village Programme and to assist with recruitment of participants from the Irish Street/Top of the Hill area's
- f. To establish and implement monitoring and evaluation systems to meet the requirements of the funder Peace IV
- g. To manage the project budget to meet Peace IV requirements and ensure that proper financial records of programme development are kept up to date including the recording and reporting of all in-kind contributions towards programme development



- h. To research and cost all aspects of proposed programmes ensuring value for money and budget is kept within parameters
- i. To line manage staff and volunteers and to carry out staff appraisals for staff working within the programme
- j. To create and maintain good working relations with all staff, colleagues and residents.
- k. To work in partnership with a range of different agencies and groups to deliver the Waterside Shared Village Action Plan and develop and maintain relationships with the wider community and external agencies
- l. To source and secure funding for programme delivery working alongside the Strategy Manager to identify and secure resources to sustain long-term delivery
- m. To produce reports for funders and Steering Group
- n. To ensure full compliance with Health and Safety requirements and legislation in accordance with WNP Policies and Procedures

The concept of team working means that a flexible approach to work areas is required from the post holder. The work areas identified above are not exhaustive - the post holder may therefore be required to carry out other duties as determined by the WNP Board of Directors.

SECTION 2 - PERSONNEL SPECIFICATION

The personnel specification shows Essential Skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience and providing examples, whether at work or on a voluntary basis.

Essential Criteria

It is essential that candidates possess the following:

A. Experience / Educational Attainments:

1. A proven track record of at-least five years' experience in a paid capacity of working within community development or equivalent field at a Project Manager or Event Manager level

Or

A third level qualification and / or recognised professional qualification in a relevant field alongside a proven track record of at least 3 years paid experience of working in the field of community development at a Project Manager or Event Manager level.

PLUS:

2. At least 2 years evidence of line management of staff and or volunteers.
3. Experience of project planning, implementation and review.
4. Experience of working with or reporting to a Management Committee.
5. Experience of liaising with or managing a finance function for reporting purposes.
6. Experience of fundraising in a community setting.
7. Experience of large scale event management.
8. Computer literacy: proficient in MS office packages.
9. Driving licence and car /or access to a form of transport which would enable you to fulfil the requirements of the post.
10. Clear, concise written English (as assessed from the application form)

B. Skills / Abilities:

- Excellent written and oral communication skills including report writing skills;
- Excellent personal and interpersonal skills;
- Self-management and ability to work on own initiative;
- Networking and developing partnerships;
- Developing effective working relationships;
- Problem solving;
- Financial management;
- Implementing and maintaining monitoring and evaluation processes;
- Experience of managing staff.

C. Knowledge:

- Current issues within the community development sector;
- Knowledge of the services, resources, agencies and organisations working within the field of good relations;
- Knowledge of grant aided funding opportunities and bodies;

D. Circumstances:

- Ability to work unsociable hours.



SECTION 3: EMPLOYMENT APPLICATION FORM

Waterside Shared Village Project Manager

- Please type or write clearly and legibly
- All information will be treated in confidence and will be used to assess your suitability for the job
- The short listing process will be based solely on an assessment of the strength and quality of the evidence provided in the candidate's application form. It is essential therefore, that applicants provide sufficient detail to demonstrate how and to what extent they meet the requirements.

The Vacancy:

Job Applied For: Waterside Shared Village Project Manager

Surname: _____

Forename (s): _____

Address: _____

Postcode: _____

Home Tel. No: _____ Mobile No. _____

Email Address: _____



EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	From: To:	Job Title: Job Function/ Responsibilities:



ESSENTIAL CRITERIA

NOTE: When completing the Essential Criterion section below [as per the Personnel Specification Section A only] it is important that you tell us about your relevant skills, knowledge and experience to do the job.

PLEASE GIVE EXAMPLES to illustrate these, providing us with actual evidence, being as specific as possible.

Criterion 1

A proven track record of at-least five years' experience of working in a paid capacity within community development or equivalent field at a Project Co-ordinator level.

OR:

A third level qualification and / or recognised professional qualification in a relevant field alongside a proven track record of at-least 3 years paid experience of working in the field of community development at a Project Co-ordinator level.

Please demonstrate how you meet this criterion in no more than 200 words

Criterion 2

At least 2 years evidence of line management responsibility of staff and or volunteers.

Please demonstrate how you meet this criterion in no more than 200 words



Criterion 3

Experience of project planning, implementation and review.

Please demonstrate how you meet this criterion in no more than 200 words

Criterion 4

Experience of working with or reporting to a Management Committee.

Please demonstrate how you meet this criterion in no more than 200 words

Criterion 5

Experience of liaising with or managing a finance function for reporting purposes.

Please demonstrate how you meet this criterion in no more than 200 words



Criterion 6

Experience of fundraising in a community setting.

Please demonstrate how you meet this criterion in no more than 200 words

Criterion 7

Experience of large scale event management

Criterion 8

Computer literacy: proficient in MS office packages.

Please demonstrate how you meet this criterion



Criterion 9

Driving licence and car /or access to a form of transport which would enable you to fulfil the requirements of the post.

Please demonstrate how you meet this criterion

DISABILITY DISCRIMINATION ACT 1995

SPECIAL REQUIREMENTS

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview. This will help us to help you.

REFEREES:

Please give the details of two work related referees, including one from your current or most recent post. Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Email:	Email:
Nature of Relationship:	Nature of Relationship:



VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intent of deceiving you.

Signature: _____ Date: _____

Please complete the separate monitoring form enclosed and put in a sealed envelope along with your application

Do you have the right to work in the UK? Yes / No

Note: the organisation will require proof of this right before an offer of employment can be confirmed – e.g., Birth Certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996

CRIMINAL DECLARATION

The post for which you are applying is a **Regulated Activity Position** as defined by the **Safeguarding Vulnerable Groups (NI) Order 2007** and also **falls within the definition of an 'excepted' position** as provided by the **Rehabilitation of Offenders (Exceptions) Order (NI) 1979**. If you are short-listed for interview you will therefore be asked to provide details of **ALL** convictions including **SPENT** convictions which **MUST** be disclosed and will be subject to verification. Having a conviction will not necessarily debar your application from being considered.

Thank you for taking the time to complete this application

Section 4: EQUAL OPPORTUNITIES MONITORING FORM

Confidential

Reference no _____

Monitoring Questionnaire

Guidance Notes:

Waterside Neighbourhood Partnership is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons.

Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies.

Secondly, we also monitor the *community background* and sex of our job applicants and employees in order to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

Community Background:

Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong 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 not a member of either the Protestant or the
Roman Catholic communities:

If you do not answer the above question, or if you tick the "not a member of either" box, we are encouraged to use the residuary method of making a determination as to your community background on the basis of the personal information supplied by you in your application form.

Sex:

Please indicate your sex by ticking the appropriate box below:

Male:

Female:

Note: If you answer these questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

Age:

Please state your date of birth: _____



Racial Group

Please state your country of birth:

My country of birth is _____

Please state your nationality:

My nationality is _____

Please indicate which of the following applies to you:

White	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish Traveller	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Black African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>		

Mixed ethnic group (please state which):

Any other ethnic group (please state which):



Disability:

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Do you consider that you are a disabled person?

Yes: No:

If you answered "yes", please indicate the nature of your impairment by ticking the appropriate box or boxes below:

Physical impairment, such as difficulty using your arms, or mobility issues requiring you to use a wheelchair or crutches:

Sensory impairment, such as being blind or having a serious visual impairment, or being deaf or having a serious hearing impairment:

Mental health condition, such as depression or schizophrenia:

Learning disability or difficulty, such as

Down's Syndrome or dyslexia, or Cognitive impairment, such as autistic spectrum disorder:

Long-standing or progressive illness or health condition,

such as cancer, HIV infection, diabetes, epilepsy or chronic heart disease:

Other (please specify) _____



Sexual Orientation:

Please indicate your sexual orientation by ticking the appropriate box below:

My Sexual Orientation is:

I am straight:

I am gay or lesbian:

I am bisexual:

Marital Status/Civil Partnership Status:

Please indicate whether you are married or in a civil partnership by ticking the appropriate box below:

Are you married or in a civil partnership?

Yes:

No:

Dependants / Caring Responsibilities:

Do you have dependants, or caring responsibilities for family members or other persons?

Yes:

No:

If you answered "yes", are your dependants or the people you look after?

(Please tick the appropriate box or boxes):

A child or children:

A disabled person or persons:

An elderly person or persons:

Other:

If other", please specify:



Please post your completed application form to:

It is your responsibility to ensure that your application has been received by at latest:

12 NOON MONDAY 9TH OCTOBER 2017

Monitoring forms should be fully completed and placed in a sealed envelope along with your application.

- Late applications will not be considered
- Applications that are not fully completed will not be considered
- CVs will not be considered

Queries:

If you have any queries, please contact

Alison Wallace
Strategy Manager
Waterside Neighbourhood Partnership
Tel: 02871342959
Email: watersidenp@hotmail.co.uk

SECTION 5.

Waterside Shared Village

AIMS

1. To encourage, increase and normalise the movement of people between Irish Street and Top of the Hill.
2. To deliver programmes that encourage sustained contact and build lasting relationship between residents in Irish Street and Top of the Hill

TARGET NUMBER OF PARTICIPANTS

460 UNIQUE BENEFICIARIES

48% CNR, 48% PUL 4% BME

PROGRAMME CONTENT

Sports Programme including basketball and football

Early Years Programme including 2-year-old programme, after-schools programme, summer scheme

Post Primary Programme including after-schools programme, off the streets and summer scheme

Festivals

Cross Border