

## KILCOOLEY WOMEN'S CENTRE APPLICATION FOR EMPLOYMENT

Please complete as an MS Office compatible document or in **black ink**. CVs not accepted.  
HARD SIGNED COPY must be submitted. Emailed forms will not be accepted. It is the applicants responsibility to ensure receipt at KWC (by the deadline), who take no responsibility for postal deliveries.

**POSITION: YOUNG WOMEN'S OFFICER (CREATE PROJECT)**

**PERSONAL:**

SURNAME :	FORENAMES :																				
TITLE :	NATIONAL INSURANCE NUMBER:																				
ADDRESS:	TELEPHONE NUMBERS HOME : MOBILE: WORK:																				
EMAIL ADDRESS:																					
How did you hear about the post:																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Source</th> <th style="width: 50px;"></th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">Word of Mouth</td><td></td></tr> <tr><td style="padding: 5px;"><a href="http://www.nijobs.com">www.nijobs.com</a></td><td></td></tr> <tr><td style="padding: 5px;"><a href="http://www.nijobfinder.co.uk">www.nijobfinder.co.uk</a></td><td></td></tr> <tr><td style="padding: 5px;"><a href="http://www.recruitni.com">www.recruitni.com</a></td><td></td></tr> <tr><td style="padding: 5px;"><a href="http://www.brightwaterni.com">www.brightwaterni.com</a></td><td></td></tr> <tr><td style="padding: 5px;"><a href="http://www.jobcentreonline.com">www.jobcentreonline.com</a></td><td></td></tr> <tr><td style="padding: 5px;">Facebook</td><td></td></tr> <tr><td style="padding: 5px;">Twitter</td><td></td></tr> <tr><td style="padding: 5px;">Email notification</td><td></td></tr> </tbody> </table>		Source		Word of Mouth		<a href="http://www.nijobs.com">www.nijobs.com</a>		<a href="http://www.nijobfinder.co.uk">www.nijobfinder.co.uk</a>		<a href="http://www.recruitni.com">www.recruitni.com</a>		<a href="http://www.brightwaterni.com">www.brightwaterni.com</a>		<a href="http://www.jobcentreonline.com">www.jobcentreonline.com</a>		Facebook		Twitter		Email notification	
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Twitter																					
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## REFERENCES

Please give the details of **two** people who we can approach should you be made an offer of employment (one of whom should be your current or most recent employer).

Name	Job Title	Address	Relationship	Tel No	Email Address

## DISABILITY

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY WHICH IS RELEVANT TO YOUR JOB APPLICATION? YES/NO

If you have answered 'YES' – is there anything we should know about your requirements in order to offer you a fair selection, or to make reasonable adjustments to work arrangements: e.g. interpreter, parking facilities, or any other form of assistance (please specify):

**EDUCATION AND TRAINING**

TYPE OF SCHOOL / COLLEGE ETC ATTENDED	FROM	TO	EXAMINATIONS PASSED OR OTHER QUALIFICATIONS ATTAINED

PLEASE STATE ANY ADDITIONAL QUALIFICATIONS, MEMBERSHIP OF PROFESSIONAL BODIES, OR ANY OTHER TRAINING UNDERTAKEN

**CONVICTIONS / OFFENCES**

**CRIMINAL CONVICTIONS**

*All convictions including spent conviction and all pending prosecutions must be declared. Please note a satisfactory Access NI/Garda Clearance is required prior to commencement of employment.*

Have you ever been cautioned or convicted of a criminal offence, or any prosecutions pending? (If yes provide details below): YES  NO

**Details:** \_\_\_\_\_

How much notice are you required to give your present employer? \_\_\_\_\_

How did you hear about this vacancy? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Relevant employment - including most recent employment. Please start with your present employer and work back. **Please include all periods of unemployment and any voluntary work undertaken.**

**PRESENT SALARY:**

NAME, ADDRESS OF EMPLOYER	POSITION HELD AND MAIN RESPONSIBILITIES	SALARY	DATE FROM - TO	REASONS FOR LEAVING

## Essential Criteria

**1. (a) Do you experience of community facilitation / tutoring skills ?**

Yes  No

If yes, please outline in detail.

**2. Do you have ECDL or equivalent and comprehensive knowledge of Microsoft Office (may be tested at interview):**

Yes  No

If yes, bring original certificate with you if invited to interview.

**3. Do you have experience in working in the field of 'NEETs' adult and /or community education in the community / voluntary sector?**

Yes  No

If yes, please detail your knowledge:

4. Do you have experience in designing, writing, implementing, monitoring and reporting on funding applications?

5.

Yes

No

If yes, please outline your role in the process, and give examples of projects.

6. Do you a good knowledge of the target group (young women / NEETs) in terms of education and training.

Yes

No

If yes, please detail your experience and knowledge.

**Desirable Criteria**

**1. Do you have a 3<sup>rd</sup> level qualification?**

Yes       No

**If yes, please confirm awarding body, qualification type, subject, classification and date awarded:**

**2. Please outline your experience as an assessor.**

**3. Please outline your experience as an IQA**

**4. Please outline your proven organizational experience.**

**5. Please outline your understanding of women's community organisations and networks**

**SUPPLEMENTARY INFORMATION**

Use this space to add any further information you consider relevant.



Please be advised that if you are successful, the subsequent offer of the post is conditional on an acceptable AccessNI check. Candidates that are selected for interview will also be subject to an identity check to ensure that they have the right to work in Northern Ireland.

*I declare that the information given in this application form is correct to the best of my knowledge and I understand that any offer of employment will be dependent on references being considered satisfactory.*

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Completed applications should be sent to:

Alison Blayney  
Kilcooley Women's Centre  
Ganaway Avenue  
Bangor BT19 1QS

**The closing date for return of completed application forms is Friday 26<sup>th</sup> May 2017 12 noon. Applications must be in hard copy and signed. Email submissions not accepted. It is the applicants responsibility to ensure any items posted are received by the closing date/time. Late applications will be rejected.**

**NO CVS OR AGENCIES**

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Young Women's Officer
<b>RESPONSIBLE TO</b>	Director & Board, Kilcooley Women's Centre
<b>AIMS OF POST</b>	To co-ordinate the aims and goals of Kilcooley Women's Centre and develop a comprehensive support structure for young women not in employment, education or training.
<b>HOURS</b>	Part Time Flexible (to be arranged)
<b>SALARY</b>	£25,450 per annum (pro rata)

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Experience of community facilitation/tutoring skills and delivering group workshops
2. At least 2 years experience working in the community or voluntary sector
3. ECDL or equivalent qualification with proficiency in Microsoft Office.
4. Level 3 Education & Training or PTTLs Trainer Qualification (or equivalent)
5. Experience of working in the field of NEETs, adult and/or community education including accreditation bodies.
6. Experience of fundraising including application, implementation and reporting.
7. A good knowledge of target group needs in terms of education and training.

### **DESIRABLE CRITERIA**

1. Relevant 3<sup>rd</sup> level education.
2. Level 3 Assessor Award
3. Level 4 Internal Quality Assessor certification
4. Proven organisational experience.
5. A good understanding of women's sector in NI.

## MAIN DUTIES

1. Recruit and retain young women (NEET) aged 16-24 onto the Create project
2. Delivery and facilitation of appropriate training initiatives, including personal development and employment skills.
3. Liaise with the lead partner (TWN) and other sub partners in the Create project to engage young women with the college liaison officer and employability skills element.
4. Measure impact via outcomes based accountability (OBA) and operate a 'report card' system for the project
5. Attend standardization meetings as required.
6. Provide initial and ongoing support for young women learners of the Kilcooley Women's Centre, mentors and volunteers linked to the centre/project.
7. Develop and manage the advertising and marketing strategy for the project to increase the profile of services available to young women within KWC.
8. Liaise with local business, corporate organisations and recruitment agencies in relation to community investment, training opportunities and job search.
9. Organise preliminary information sessions to inform students of the structure and aims of the project, materials needed and anticipated outcomes/impact.
10. Prepare promotional materials and liaise with the media on educational events/promotional activities run by the centre.
11. Work in partnership with other core staff involved in the various community led projects.
12. Develop and maintain working relationships with Government and statutory bodies.
13. Continue on going monitoring, evaluation and tracking of project impact.
14. Prepare presentations for other organisations on the educational activities in Kilcooley Women's Centre.
15. Facilitate/deliver training classes where appropriate.
16. Deliver CV Building and Interview Skills training sessions.
17. Attend meetings as requested and staff training/development sessions, both in-house and external.

18. Any other duties deemed relevant by the Kilcooley Women's Centre who will be responsible for line management of the post.
19. Participate in staff development training on an on-going basis.
20. The post holder will be required to keep confidential information that could be damaging to the individuals' working/visiting the groups/organisations. Such information must not be passed on unless you deem it to be in the interest of the individual or the groups/organisations and then only to the management committee.

**This post is subject to Access NI Enhanced disclosure procedure.**

### **Quality Management**

- To ensure that the appropriate quality systems are maintained in place across each social business service relevant to the post
- In conjunction with the relevant managers establish external and internal benchmarks and appropriate KPIs across the project
- To ensure that all activities conducted within the project are safe and that they comply with applicable legislation and regulations

### **Influencing**

- To build external relationships including partnerships and alliances to promote the services for young women and the Create project. Increase opportunities and enhance trading and/or service deliver capability for the young womens project
- To reinforce KWC Vision & Mission appropriate marketing of the projects and business services
- To establish and maintain productive and positive network relationships

### **Corporate Governance, Risk and Compliance**

- To ensure the implementation and policies and procedures, adhere to risk management plans Business Services
- To oversee the effective compliance of the project contract, service level agreements and report to Senior Management Team

### **Leadership**

- As part of the project, provide effective and professional leadership to junior staff, supporting and promoting the activities of KWC and contributing significantly to the building of a high performing organisation that is fit for purpose
- To provide visible leadership and motivate colleagues and junior staff to ensure that delegated responsibilities are achieved and effective communication maintained, including ensuring on-going high performance management
- Reporting to Board and Office Bearers when required.

- Targets and outcomes of funders are met

**Other**

- To take responsibility for own learning and development and actively participate in appropriate learning opportunities
- To ensure adherence to all health and safety regulations and KWC's policies and procedures
- Any other duties conducive to the effective operation of the post and deemed to be within the post-holder's competencies and areas of responsibility

## **Essential Competencies**

- **Leadership**  
The ability to accept responsibilities for decisions, motivating and supporting others to achieve goals.
- **Project Management**  
The ability to take ownership of projects and driving progress plus motivating other team members to achieve objectives and adhere to deadlines.
- **Analysis & Decision-making**  
The ability to gather and analyse the appropriate data / information to generate solutions to enable effective decision-making.
- **Initiative & Excellence**  
The ability and tendency to take action in response to immediate challenges or to think ahead in response to future challenges, whilst promoting excellence and continual improvement in our service delivery.
- **Influencing**  
The ability to present ideas and initiatives in a convincing and justifiable manner and be able to persuade others of a particular viewpoint.
- **Business Development Skills**  
The ability to proactively identify, develop and maintain a network of contacts and seek ways to promote the project and service.

## **Additional Notes**

The Role Profile is an accurate reflection of the job as at the time of review. As with any position, the role may be subject to change to meet the needs of the post. All prospective changes will be discussed with the post-holder as part of the organisation's performance management arrangements.

This position may give the post-holder access to children and/or young people and vulnerable adults, and therefore will be subject to disclosure background checks of any criminal convictions, including spent, bind-over orders and cautions in accordance with the Access NI Vetting and Barring Scheme and our organisations' Children & Vulnerable Adults' Protect Policy and Procedure. An AccessNI check will be carried out prior to any employment.

**By applying for this position, you are in agreement for the organisation to carry out this necessary background check.**

Kilcooley Women's Centre is an Equal Opportunities Employer

**GENERAL INFORMATION**

<b>Job Title</b>	Young Women's Officer
<b>Location</b>	Kilcooley Women's Centre, Ganaway Avenue, Bangor (and off site where required)
<b>Salary</b>	£ 25,450 per annum (pro rata)
<b>Hours of Work:</b>	20 hours per week part time flexible to be arranged. Reasonable hours outside of 9-5 Monday to Friday may be required to fulfil the duties of this position including evenings, weekends and bank holidays.
<b>Leave</b>	25 days plus 10 statutory days (pro rata)
<b>Probation</b>	This post is subject to a 6 months' probationary period. The Company reserves the right to extend this probationary period.
<b>Assessment</b>	The assessment process may include an unseen presentation and interview. Interviews will be held in late May 2017/early June 2017. Candidates will be expected to bring certificates to interview to verify qualifications.
<b>Access NI</b>	The offer to the successful candidate will be conditional on an acceptable AccessNI check.
<b>Additional information</b>	<a href="http://www.kilcooleywomenscentre.co.uk">www.kilcooleywomenscentre.co.uk</a>

# KILCOOLEY WOMEN'S CENTRE

## APPLICATION MONITORING QUESTIONNAIRE

PRIVATE AND CONFIDENTIAL

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REF NO – CREATE

### EQUALITY OF OPPORTUNITY

We are an equal opportunity employer and we do not discriminate on the grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality we need to monitor the community background of our applicants as required by the Fair Employment Act 1989.

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. | <input type="checkbox"/>        |
| I am a member of the Catholic community.   | <input type="checkbox"/>        |
| I am neither.                              | <input type="checkbox"/>        |
| I do not wish to disclose.                 | <input type="checkbox"/>        |
| Please indicate whether you are            | Male <input type="checkbox"/>   |
|  | Female <input type="checkbox"/> |
| I have a disability                        | <input type="checkbox"/>        |

If you do not complete this questionnaire we are encouraged to use the 'residuary method', which means we can make a determination on the basis of personal information contained within your application.

**PLEASE RETURN TO MONITORING OFFICER IN ENVELOPE PROVIDED**

### NOTE

It is not compulsory for you to answer the above questions, however, we would stress that it is a criminal offence under the legislation for a person to give false information in connection with the preparation of monitoring returns.