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Limavady
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December 2017

PROJECT CO-ORDINATOR POST

Dear Applicant

Thank you for your interest in post of Project Co-ordinator.

Please find enclosed the following:

- Job description
- Job details
- Personnel specification
- Completing the application form – guidance notes
- Application for Employment
- Equal Opportunities Monitoring Form

Completed application forms will be accepted by **POST ONLY**, applications sent by email **will not be considered**. Please note the closing date and time is **12.00pm on Friday 22 December 2017** and any forms received after this date and time will not be considered. Applicants are responsible for ensuring their application meets the deadline.

We look forward to hearing from you.

Roe Valley Residents Association

JOB DESCRIPTION

Job Title:	Project Co-ordinator (Part-time –Job Share) (18.5hours per week)
Reports to:	Roe Valley Residents Association
Location:	Limavady Area
Proposed Salary Scale:	£26276 pa (pro rata)

Summary of Role:	To improve the quality of life for the people living within the Hospital Lane estates, by planning, developing and delivering programmes that address the educational, social, environmental and physical needs of the local residents
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PLEASE NOTE: THIS POST IS FUNDED UNTIL 31 MARCH 2018 SUBJECT TO AVAILABLE FUNDING

KEY DUTIES AND RESPONSIBILITIES

Job Purpose

- To enhance the quality of life, well-being and life chances of all Hospital Lane Ward Residents and develop the social cohesion, economic standing and skills of the Hospital Ward Community by:
- Facilitating and supporting the integration of the new developments with existing facilities and communities in Hospital Lane Ward.
- Co-ordinating Community Development initiatives.
- Enabling the statutory and other agencies already active in Hospital Ward to work together in ways that promote early intervention and social inclusion.
- Establishing and implementing Community Development initiatives that will promote and sustain existing developments in the Hospital Lane Ward.
- Delivering achievable developments that the residents of Hospital Lane Ward would wish to see as benefits or enhancements to their Community Infrastructure.

Programme Delivery

- Co-ordinate all elements of the project in conjunction with other staff and agencies associated with Roe Valley Residents.
- Develop working relationships with all partners

- Work with the Hospital Lane Ward Community and other groups to identify needs and translate these into proposals for effective ways of working, new initiatives and additional funding to ensure that initiatives can be taken forward and advise sustainability.
- Support the establishments of a sustainable community by developing capacity and enhancing the development of local groups and support mechanisms in response to local need.
- Work alongside other community development type posts to ensure that schemes are co-ordinated, community assets are developed, initiatives are owned by the community and access to them is communicated and promoted.
- Provide a community focal point from the Community House
- Promote the development of networks including community newsletter and web site.
- Ensure that periodic surveys are undertaken to establish residents views on their quality of life
- Make regular progress reports to the Limavady NR Partnership
- Other duties appropriate to the post reasonably requested by the Limavady Neighbourhood Renewal Partnership
- Line Manage the RVRA staff and access the relevant training needed.
- Work towards the sustainability of the group and sustainable projects within the area.
- Co-ordinate and manage the everyday running of the community House and maintain health and safety of the centre.
- Develop environmental projects within the ward and working relationships for the estate management of the area.
- Ensure all reporting requirements (financial and non-financial) are adhered to in accordance with Roe Valley Residents Association
- Preparation of monthly reports to the management committee
- Meet regularly with other staff at the centre to provide feedback on progress and flag up any procedural or other issues
- Develop and maintain productive relationships with staff, partners, management committee, volunteers, local media, general public, schools and key community groups and figures as necessary

Constraints:

- Full current driving license with access to transport to fully meet the needs of the post.

Staff Development:

- To participate in appropriate training opportunities.
- To be responsible for seeking and applying for appropriate funding for programmes and activities.
- To attend and contribute to staff meetings and events.
- To attend weekly support meetings

JOB DETAILS

Reports to	RVRA Management Board
Responsible to	RVRA Management Board
Salary	£26276 pa (pro rata)
Hours of Work	Part time (18.5 hours per week), at times this role will require flexible working hours to meet the needs of the organisation, including evenings / weekends.
Holidays	25 days plus 12 statutory holidays per year.
Pension	In line with the Pensions Act 2008, under auto-enrolment, Roe Valley Residents Association operates a pension scheme to which employers contribute. Full details are available upon appointment.
Probation	You will be required to serve a probationary period between 3-6 calendar months.
Duration of Employment	This is a fixed term contract covering a Secondment until 31 March 2018 subject to additional funding..

PERSON SPECIFICATION

Essential Criteria

Evidence of contributing to development, formulation, evaluation and implementation of operational plans to meet strategic objectives

- A relevant third level education and a minimum of 3 years community development or 5 years paid community development experience
- A minimum of 1 year's project delivery, in the last 3 years with the public, private, voluntary and community sectors
- The ability to allocate work, develop volunteers and ensure effective relationships. Evidence of the effective use of teamwork
- Experience of working with external agencies to ensure the needs of local residents are fully met.
- Experience of working on projects that address issues which are prominent in Neighbourhood Renewal Areas
- Experience of preparing, conducting and leading community activities for marginalised communities
- Experience in working with staff to assist and oversee the preparation, conducting and leading of community activities for marginalised groups
- Experience of Microsoft Office programmes, in particular Outlook, Excel and Word
- The ability to manage resources by approving, planning, monitoring, evaluating and controlling use of resources and assisting in resource allocation – in accordance with funding budget & draw downs
- The ability to effectively manage information by seeking, organising, evaluating and analysing information to facilitate decision making and problem solving, and to influence others i.e. experience in analysing and reviewing funding requests
- The ability to communicate effectively, both orally and in writing, paying attention to the relevance of the content and the target audience. Evidence of the ability to persuade and influence others
- Excellent organisational Skills
- Ability to work to deadlines
- A good telephone manner
- Good time keeping
- Knowledge of community/voluntary and statutory partnerships.
- Ability to work under pressure
- Excellent oral and written communication skills.
- Unrestricted access to a vehicle

DESIRABLE CRITERIA

- Geographic knowledge of Limavady Area and the Hospital Lane Ward

- Experience of completing progress reports (financial and non-financial), monitoring assessments and liaising with the management committee, key stakeholders and funders
- Experience of conducting baseline audits
- Experience of working with a diverse group of partners and stakeholders
- Experience of complying with Funders' terms and conditions
- Knowledge and experience of social media and web technologies

SHORTLISTING PROCESS

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application form. It is essential that all applicants demonstrate on their application form how and the extent to which they satisfy each of the criteria.

In the event of a large number of applicants, the panel reserve the right to enhance the criteria further.

APPLICATION FORM

PRIVATE & CONFIDENTIAL

POST: Project Co-ordinator (Part Time)	CLOSING DATE: 22 December 2017 at 12pm
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COMPLETING THE APPLICATION FOR EMPLOYMENT

GUIDANCE NOTES

Please read these notes carefully before completing your application form

Please complete this application form using black ink or type. All sections of the form must be completed and be legible. Non-completion of any section may result in rejection of your application. Please do not attach any additional papers/cvs to the application. Please note any additional documentation will not be taken into account and may result in your application not being shortlisted. Canvassing will disqualify.

Personal Details

Please ensure that you give us your full and most up to date address for correspondence, a daytime telephone number and email address where you can be reached easily to allow us to contact you at short notice if required.

Disabilities

Roe Valley Residents Association wishes to provide any assistance necessary to people with disabilities to ensure equity of opportunity at interview. To ensure this happens it is vital that you answer the relevant questions in this section of the application form. For guidance, a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. Physical or mental impairment includes sensory impairments. Hidden impairments are also covered, for example, mental ill health, learning disabilities, hearing impairment, diabetes or epilepsy.

Shortlisting

The application has been specifically designed to assist in the shortlisting process and relates directly to criteria outlined in the personnel specification. Failure to provide sufficient information / detail in response, to the direct questions in this form; will in effect mean your application **may not be shortlisted** due to lack of information.

Monitoring Form

Ensure you fully complete the monitoring form and return with your application form

Please either type directly in this form or print out and complete using black ink and BLOCK CAPITALS.

1. PERSONAL PARTICULARS

Name:	_____
Address:	_____ _____ _____
Postcode	_____
Telephone number for contact:	_____
Email:	_____

Please tick as appropriate:

Do you have a current driving licence? (*Applicants with a disability who have been prevented from obtaining a driving licence due to their disability are eligible to apply*).

Yes

☐

No

☐

Do you have access to a car or your own transport?

Yes

☐

No

☐

Given the nature of this post an Enhanced Disclosure Access NI check will be required for the successful applicant. Please indicate if you are willing to undergo an Enhanced Disclosure Access NI check.

Yes / No

2. EDUCATION

Candidates should complete their application form fully. It is important that qualifications are **clearly** listed showing examination body, year of qualification, grade obtained, etc and any other relevant details.

Where more than one part of an examination is required for final qualification in a subject or course of study **all** parts attained must be clearly listed.

If you do not possess the specified qualifications, you should clearly indicate those qualifications which you are claiming are equivalent and on what basis they are equivalent to those specified. Remember, your application will be shortlisted solely on the basis of information provided by you on the application form. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience. You should ensure that the application form is completed fully and concisely.

Secondary Education

Examination Body / Qualification	Subject (and Level)	Grade Result	Year Awarded

Further Education - University, College, Part-time or Work Related or Professional Courses

Educational Establishment	Qualification Awarded	Subject / Units Passed	Grade / Results	Exams to be taken and date

3. PROFESSIONAL QUALIFICATIONS

Title of Qualification	Result	Date Awarded

MEMBERSHIP OF PROFESSIONAL BODIES

Title of Professional Body	Current Membership Status	Date of Registration

OTHER TRAINING/COURSES

Please provide details of any other relevant courses/training not identified above:-

Organisation	Type of training	Date

Note: Should you be successful you will be required to produce official original proof of any qualifications/memberships/training which you rely on to support your application.

4. EMPLOYMENT HISTORY

It is important that you give clear details of your previous work experience, highlighting areas which you believe may be relevant to the post. Please provide full details especially in relation to dates of employment. All dates should be in the format - date, month, year.

Please give details of your present employer.

Employer's name:

Address:

Post held

Duties of post:

Date appointed:

Present salary:

Period of notice:

Please give details of previous employment history.
 (Start with the post held prior to your current/last post)

EMPLOYER (Name & Address)	DATES (From – To)	POSITION HELD (List Duties)	REASON FOR LEAVING	SALARY

Continue on an additional sheet if necessary.

5. EXPERIENCE RELEVANT TO THIS POST

Please note it is not enough to state that you meet the criteria, you must demonstrate in detail how you meet the criteria, this forms part of the selection process.

- | |
|---|
| 1. A relevant third level education and a minimum of 3 years community development or 5 years paid community development experience |
|---|

If yes, please provide details below.

- | |
|--|
| 2. A minimum of 1 year's project delivery, in the last 3 years with the public, private, voluntary and community sectors |
|--|

If yes, please provide details below

- | |
|---|
| 3. The ability to allocate work, develop volunteers and ensure effective relationships. Evidence of the effective use of teamwork |
|---|

If yes, please demonstrate your experience
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4. Experience of working with external agencies to ensure the needs of local residents are fully met.

Experience of working on projects that address issues which are prominent in Neighbourhood Renewal Areas

Experience of preparing, conducting and leading community activities for marginalised communities

If yes, please demonstrate your experience

5. Ability to manage staff, allocate work, develop volunteers and ensure effective relationships.

If yes, please demonstrate your experience

6. Ability to manage resources by approving, planning, monitoring, evaluating and controlling use of resources allocation – in accordance with funding budgets and drawdowns

If yes, please demonstrate your experience

7. The ability to effectively manage information by seeking, organising, evaluating

and analysing information to facilitate decision making and problem solving, and to influence others i.e. experience in analysing and reviewing funding request

If yes, please demonstrate your experience

8. Ability to communicate effectively, be a key team player, influence, build relationships and effective links, and computer literate

If yes, please demonstrate below.

Communicate effectively

Key Team Player

Influence, build relationships and effective links

Computer Literate

DESIRABLE CRITERIA

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ADDITIONAL INFORMATION

Please provide additional information that you feel would be relevant to your application for this post.

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6. DISCLOSURE OF CRIMINAL HISTORY

DISCLOSURE OF CRIMINAL HISTORY		
<p>If you are being offered an appointment, a check will be carried out as required by the Department of Health to ensure those who might be a risk to children and / or vulnerable adults are not appointed. Roe Valley Residents Association must comply with Access NI's Code of Practice, which is available upon request or can be downloaded directly from their website http://www.dojni.gov.uk/index/accessni/support/code-of-practice.htm</p>		
Is there any reason why you cannot work in regulated activity with adults or children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you consent to Roe Valley Residents Association carrying out a criminal history check?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Having a criminal record will not necessarily debar you from working with Roe Valley Residents Association. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the police.</p>		

7. REFERENCES

Please provide two referees we can contact to provide details of your suitability for this post. They should not be family members or friends and one (preferably both) should have knowledge of your present or most recent work and be in a supervisory / managerial capacity. (Please note one of these references must be from your present or most recent employer). We will take up references in writing and may also contact referees verbally. Referees will not be contacted until after the panel has selected suitable candidate(s). However, this must not be construed as an offer of employment.

Referee 1	Referee 2
Name	Name
Job Title	Job Title
Organisation	Organisation
Address	Address
Town	
Postcode	
Contact Tel No	Contact Tel No
Email	Email
Can we contact your present employer after a verbal offer has been made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

DECLARATION

<p>I confirm that the information I provided is, to the best of my knowledge true and correct; I agree that any misrepresentation or wilful suppression of material fact by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the organisation other than for services rendered.</p> <p>I understand I must have satisfactory references and will be subject to an Access NI check.</p> <p>I understand that I may be asked to show formal identification and evidence of qualifications.</p> <p>I confirm that as far as I know there are no medical reasons which should stop me from carrying out the duties of this job.</p> <p>I agree to you making necessary enquiries during the recruitment and selection process.</p> <p>I understand that canvassing will disqualify me from the selection process for this job.</p>	
<p>Signature:</p>	<p>Date:</p>

Data Protection

We are required by the Data Protection Act 1998 to inform you how we will use any personal information that we hold either manually or on computer in relation to this application and any subsequent period of employment. This application form and accompanying documentation you complete in support of your application will be held confidentially for a period of three years if you are unsuccessful for employment. If you are successful it will be held during the period of your employment and after your contract has expired for as long as it is necessary to meet regulatory or other legal requirements. During this time, we will not disclose its contents to a third party unless we believe it is lawful to do so.

NOTES ON APPLICATION PROCESS

Application forms must be returned by 12 NOON Friday 22 December 2017.

The Chairperson
Roe Valley Residents Association
13-14 Keady Way
Limavady
BT49 0AU

Tel: 028 777 69996

Official use only

Role:	Project Co-ordinator	Role Reference Number	
Closing time/date	22/12/17 @12noon	Applicant Number	

EQUAL OPPORTUNITIES MONITORING FORM

Under the Fair Employment & Treatment (NI) Order 1998 all registered employers and specified authorities are required to obtain information about community background of applicants for employment. Springboard also monitors its recruitment practices in terms of ethnic origin and disability.

The following monitoring information forms no part of the selection process. Monitoring information is removed by the designated monitoring officer and not seen by the selection panel members. Monitoring information is used to complete statutory returns to the Equality Commission and to monitor the effectiveness of Springboard's equal opportunities policies. All information is stored confidentially and will only be released where a recognized statutory body requires it.

1. Community Background

Irrespective of whether you practice any religion, persons in N Ireland are perceived to belong to specific communities and Roe Valley Residents Association is required by law to monitor the community background of applicants. You are therefore asked to provide this information 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 neither from the Protestant nor the Roman Catholic community	

2. Gender (Please tick appropriate box)

Male		Female	
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3. Disability

Disability is defined in the Disability Discrimination Act 1995 as a physical or mental impairment that has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled? (Please tick appropriate box)	Yes		No	
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4. Ethnic Origin (Please tick appropriate box(es). To which ethnic group do you belong?

African		Bangladeshi		Chinese	
Caribbean		Indian		Irish Traveller	
Pakistani		White		Mixed Ethnic Origin	
Any other ethnic group (please specify)					

Thank you for providing this information. Please return this form with your completed application to Roe Valley Residents Association.