**INFORMATION PACK FOR CANDIDATES FOR THE**

**POST OF EMPLOYMENT AND MENTORING OFFICER**

Dear Applicant,

Please find enclosed an application pack for the post of **Employment and mentoring officer**, 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

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

* 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 Wednesday 9th October,** by email to watersidenp@hotmail.co.uk
* 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.

**SECTION 1.**

**Waterside Neighbourhood Partnership**

JOB DESCRIPTION

Job Title: Employment and Mentoring Officer - Waterside

Reporting to: Strategy Manager

Duration: Until 31st March 2025 (with possible extension)

Hours of work: 33.5 hrs

Salary Scale: £27,140.00

Purpose and Function of Post

Employment and Mentoring Officers will provide the front line Success North West service based in local hubs in local District Electoral Area’s (DEA’s). Sucess NW Project provides one-to-one, advice and support to individuals who are Unemployed/ Economically Inactive in the labour market (including outreach services). The post-holder will provide appropriate and responsive person-centred mentoring & employment services to programme participants, which enables them to gain skills, qualifications, and training to progress into sustainable Employment, Training or Further Education.

Key responsibilities include:

1. To recruit and motivate participants onto the Success NW Project.
2. Provide intensive one to one support and mentoring to all Success NW participants
3. To identify the needs / barriers of participants in accessing employment, training or Further Education.
4. Place participants on relevant training/ employment programmes based on their needs.
5. To refer participants where relevant, onto confidence and capacity building personal and social development support within the project
6. Actively market and promote Success NW in local DEA’s.
7. To fully meet recruitment, retention, personal and social development and employment /training targets as agreed.
8. To use a variety of methods to reach and engage with Unemployed/ Economically Inactive individuals to provide assistance in obtaining work and undertake outreach work where required in local DEA’s.
9. To provide effective assessment for individuals, identifying career goals, experience and training / skills gaps, personal circumstances etc. using appropriate assessment tools.
10. To implement individual action and training plans to overcome barriers to employment, outlining goals, actions and outcomes. Including one-to-one employability mentoring and group sessions.
11. To provide support and guidance in the job search process together with further assistance to overcome difficulties in the initial phase of employment or training.
12. To provide job search activities which will include CV preparation, speculative letters and assistance with application forms.
13. To advise on training opportunities to address skills gaps and enable the individual to achieve their employment aspirations, including referral to training providers, colleges and other specialist provision.
14. To undertake job matching and advocacy, developing an employment-focused action plan on job-finding and job retention behaviours.
15. To promote and provide information flows on current employment opportunities in local DEA’s.
16. To act as the primary point of contact for the community in matters relating to the Success NW Project.
17. To attend team meetings and networking events as required
18. To assist with local employer engagement including the project’s partnership with Business in the Community. The post holder will be aware of current labour market trends as well as having expertise in both labour market supply and demand.
19. Upload participant data onto the Success NW database on a regular basis to ensure that “real – time” data can be captured at any time.
20. Provide monthly progress reports to Management outlining progress against targets. This shall include the completion of all monitoring data as per the guidelines set by the funding body.
21. Adhere to safeguarding policies and procedures.
22. To undertake staff development activities that shall enhance individual, team and project and organisational performance including CPD opportunities and relevant staff training as determined by the Funding body.
23. To operate Health and Safety at Work procedures
24. To undertake any other appropriate duties as determined by Waterside Neighbourhood Partnership

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas that, at this stage, appear to be the essential requirements of the post.

**SECTION 2 - P E R S O N N E L S P E C I F I C A T I O N**

|  |
| --- |
| ***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:** |  |
| * Applicants must possess a relevant 3rd level qualification and two years paid experience of working with unemployed people, providing advice and guidance enabling them to overcome barriers to employment OR 3 years paid experience of working with unemployed people enabling them to overcome barriers to employment and achieve sustainable work. * Candidate must demonstrate paid experience in the following * Engaging participants in an employment programme using a grass roots marketing approach * Group work and one to one work with unemployed people from a variety of backgrounds * Using interview skills to assess the needs of the unemployed using effective assessment tools to include personal, employment education and training needs * Developing, implementing, monitoring and reviewing and employment/training action plan * Providing support services to the unemployed in job-searching, completing job applications, writing CV’s, interview techniques and signposting to other services |  |
|  |  |
| B. Skills/Abilities  Effective communication skills  Highly motivated and committed and be able to work to tight deadlines and on their own initiative  Good IT skills |  |
| C. Knowledge |  |
| * Existing training provision and welfare benefits legislation |  |
| * The ability to show empathy to clients and use counselling/guidance skills |  |
| * Report writing skills |  |
|  |  |
|  |  |
| D. Circumstances |  |
| * Access to transport |  |
| * Ability to work flexible hours |  |
|  |  |
| * Willingness to undertake training required for the post |  |

**3: EMPLOYMENT APPLICATION FORM**

**WATERSIDE NEIGHBOURHOOD PARTNERSHIP**

**EMPLOYMENT AND MENTORING OFFICER**

* **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: **EMPLOYMENT AND MENTORING OFFICER\_**

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 – Experience/Educational Attainment**  A relevant 3rd level qualification **and** two years paid experience of working with unemployed people, providing advice and guidance enabling them to overcome barriers to employment **OR** 3 years paid experience of working with unemployed people enabling them to overcome barriers to employment and achieve sustainable work.  Please demonstrate how you meet this criterion in no more than 200 words |
| **Criterion 2 – Experience**  Candidate must demonstrate paid experience in the following:   * Engaging participants in an employment programme using a grass roots marketing approach * Group work and one to one work with unemployed people from a variety of backgrounds * Using interview skills to assess the needs of the unemployed using effective assessment tools to include personal, employment education and training needs * Developing, implementing, monitoring and reviewing and employment/training action plan * Providing support services to the unemployed in job-searching, completing job applications, writing CV’s, interview techniques and signposting to other services   Please demonstrate how you meet this criterion in no more than 400 words |

**DISABILITY DISCRIMIATION 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:  Telephone No.:  Email: | Address:  Telephone No.:  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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

**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:**

WNP 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 Chinese

Irish Traveller Indian

Pakistani Bangladeshi

Black Caribbean Black African

Black Other

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 *I* 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 your 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_