

Candidate Information Booklet

BELFAST WORKS Project: Support Worker

(Ref: SW/01/2020)

Closing date for applications:

12 noon on Monday 27th January 2020

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**Job Title: Belfast Works Project – Support Worker**

**Responsible to: Belfast Works Project – Coordinator**

**Hours: 16 hours**

**Salary: £19,554 pro rata NJC Scale 4**

**Pension: 7% employer contribution with 1% minimum employee**

**Contribution**

**Contract Term: End March 2022 (Subject to Funding)**

***JOB BACKGROUND:***

This post is part of the BELFAST WORKS Project, a Belfast wide employment Project implemented by a consortium of organisations led by Ashton Community Trust. Partners include:

* GEMS NI
* Upper Springfield Development Trust
* Impact Training
* East Belfast Mission

To work as a programme support officer for the BELFAST WORKS Project team and its participants supporting all Project tasks and activities with a focus on quality of delivery of the BELFAST WORKS Project. The post will involve supporting of the BELFAST WORKS Project Management Team and Mentoring Teams to assist with participant interface activities such as CV writing job search, downloading and completion of job application. Contact participants to arrange appointments with Mentors (Employability & Economic Inactivity)

**Key Tasks and Responsibilities**

1. To support the management and mentoring team of the BELFAST WORKS Project in tasks related to the Project.
2. To gather and record evidence on the destination of BELFAST WORKS Project clients once they are placed in employment (or other destinations), when required.
3. To accurately record and refer incoming enquiries received by telephone, in person or in writing in accordance with organisational policy and procedures.
4. To have a general understanding and empathy with the issues faced by BELFAST WORKS Project clients.
5. To act as first point of contact for clients, be conversant with the purpose and range of BELFAST WORKS Project services and provide clients with initial information at time of engagement.
6. To ensure client facing environment/work area and outreach centres are welcoming, well presented with an adequate and up-to-date supply of relevant leaflets/materials, etc.
7. Be responsible for recruiting and engaging clients by advertising the programme through facebook/social media and by acting as point of contact for client enquires.
8. Support clients with job search activities including sourcing vacancies via job point, bulletin boards and downloading relevant recruitment information/application packs.
9. Support/provide relevant training information to clients enabling them to access opportunities.
10. Provide support for BELFAST WORKS team, prioritising own workload when required.
11. To accurately input all client and project BELFAST WORKS data when requested and keep data up-to-date at all times.
12. To implement and maintain appropriate client and project systems which allows for the effective location and retrieval of information.
13. To ensure the secure retention of all client and project information and files in accordance with operational and funder requirements.
14. To maintain statistical recording systems and ensure all manual recording systems in relation to the provision of the BELFAST WORKS Project service are accurately maintained.
15. To support the team leader in the preparation for any quality inspections either within the BELFAST WORKS Project or for external inspections e.g. ETI or ESF.
16. To act as the point of contact for clients participating in focus groups for evaluation purposes.
17. To assist in the organisation of training events including booking rooms, arranging hospitality, ensuring training resources (e.g. workbooks, etc) are available as required.
18. To update and maintain organisational mailing lists and send out call up letters to clients for training courses and events, etc.
19. To make stationery and hospitality orders, follow procurement procedures, check deliveries and pass invoices to finance for payment.
20. To create, develop and maintain effective internal working relationships with service users and external agencies and within own organisation and the BELFAST WORKS Project.
21. To take minutes and contribute to meetings/groups discussions, etc.
22. To ensure the guidelines, policies and procedures of the BELFAST WORKS Project are adhered to as well as those relating to Ashton Community Trust such as Equal Opportunities and Health and Safety.
23. To undertake any other duties, consistent with the post, which may from time to time be required by

#### OTHER RESPONSIBILITIES

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Ashton Community Trust, as may reasonably be requested by the Director
* Work flexibly on evenings, weekends and during school holidays to ensure full delivery of the programme.
* Undertake training in order to develop work related skills and knowledge.
* Work with due regard for Ashton Community Trust core values and objectives
* Ensure the effective implementation of and adherence to Ashton Community Trust policies and procedures
* Participate in Ashton Community Trust Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff.
* Identify learning and development needs with your line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and contribute to opportunities to present outcomes and case studies.

**Status of the Job Description**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.

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#### Person Specification

**Essential Criteria**

1. Qualification relevant (e.g. NVQ L2/3 Business Admin or equivalent) to the post and a minimum of 1 year full-time administrative experience in a busy office environment within the last three years
2. Experience of being the first point of client/customer/visitor contact in a busy office environment
3. Experience of ICT including all Microsoft Office and database systems including; ability to use MS office (Word, Excel) Internet and Email;
4. Ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives and be able to multitask
5. Have excellent written and oral communication skills

**Desirable Criteria:**

1. Experience of ESF funded programmes guidelines and procurement processes
2. Understanding of Data Protection legislation and best practice

**Skills/Abilities**

1. Ability to work within a target driven environment responding to needs of unemployed young people in which people are progressed to employment and/or further education/training
2. Excellent written and oral communication skills
3. Sound knowledge of ICT including all Microsoft Office and database systems including; ability to use MS office (Word, Excel) Internet and Email;
4. Ability to adhere to confidentiality
5. Motivating others and excellent interpersonal skills
6. Using own initiative and working positively within a team and building good working relationships
7. Being non-judgmental in approach to dealing with those unemployed
8. Excellent organisational skills
9. Commitment to the development of people in the community

**Circumstances**

1. Ability to work flexible hours (including evening work and weekend work)
2. Willingness to undertake training required for the post.
3. Subject to Access NI enhanced clearance.

**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* The space available on the application form is the same for all applicants and must not be altered.
* Ashton Community Trust will not accept CV’s, letters, or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in black ink or typescript.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in more detail. It is your unique role that the panel are interested in, not that of your team or division.
* Ashton Community Trust will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained.

**Application Form Submission**

* Completed applications can be submitted by:
  + Email to HR@ashtoncentre.com, by post or delivered by hand to HR, McSweeney Centre, 23 Henry Place, Belfast, BT15 2AY.
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Please only return the application form and monitoring form.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Ashton Community Trust to meet the required deadlines.
* Ashton Community Trust will not accept application forms where there has been a shortfall in postage.
* Should you have any queries please contact HR on 02890 322289 or email at [HR@ashtoncentre.com](mailto:HR@ashtoncentre.com).

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton Community Trust will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 742255.

**Feedback**

Ashton Community Trust is committed to providing feedback in respect to decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated on receipt of a written request.

**Equal Opportunities Monitoring Form**

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Ashton Community Trust complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return in a separate envelope marked ‘Monitoring Officer’.

Prior to appointment with Ashton Community Trust the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Ashton Community Trust complies with Access NI Code of Practice, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>



**Confidential**

Ashton Community Trust

McSweeney Centre, 25 – 27 Henry Place, Belfast BT15 2AY

**Employment Application Form Application Number: SW/01/2020**

Please complete this application form in **typescript** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

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| --- | --- | --- | --- |
| **Post applied for:** | **Support Worker** |  |  |
| **Hours:** | **16 hours per week** | | |
| **Closing Date and Time:** | **Monday 27th January 2020 at 12 noon** | | |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
|  |  |
| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:** | **Postcode:** |
| **NI Number:** |  |
|  |  |

**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue on a separate sheet of necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination level**  **(for example, GCSE/’A’ Level/Degree/NVQ** | **Subject(s)** | **Grade** | **Date Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
|  |  |  |  |
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**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **From** | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |  |
| **Notice required if offered the position for which you have applied?** | | | | |

**Training**

|  |
| --- |
| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

|  |
| --- |
| **Essential Criteria** |
| 1. **Please tell the panel that you have a Qualification relevant (e.g. NVQ L2/3 Business Admin or equivalent) to the post and a minimum of 1 year full-time administrative experience in a busy office environment within the last three years** |
| **2. Please tell the panel about your experience of being the first point of client/customer/visitor contact in a busy office environment** |
| **3. Please demonstrate your experience of ICT including all Microsoft Office and database systems including; ability to use MS office (Word, Excel) Internet and Email** |
| **4. Please demonstrate your experience of communicating effectively with clients and employers to resolve issues and build relationships.** |
| **5. Please detail your experience in organizing Job Fairs and other job promotion events for unemployed jobseekers** |
| **6. Do you have a** **valid driving license and access to transport appropriate for the**  **Post** |
| **Desirable Criteria** |
| **7. Please demonstrate your understanding of the needs of employers and the barriers that clients might face when they gain work** |
| **8. Please demonstrate your ability to work within a target driven environment responding to needs of unemployed young people in which people are progressed to employment and/or further education/training.** |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date………………………………….** |
|  |
| **Data Protection Act:** |
| Under the General Data Protection Regulations, Ashton Community Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Community trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record, your information (excluding the equal opportunities monitoring form) may be required to be viewed by funders for audit purposes. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998; this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  By signing this form you are giving consent to Ashton Community Trust to use this data in the way described above.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Personal Statement:** |
| |  |  | | --- | --- | |  |  | | Ashton Community Trust is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No**  If you have answered yes, is there anything we should know about your disability or requirements in order to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

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| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Community Trust |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton Community Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |



**MONITORING FORM JOB REFERENCE NO: SW/01/2020**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON COMMUNITY TRUST’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1 COMMUNITY BACKGROUND**

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

community

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting Civil

Partnership

**5** **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):

…………

**When you have completed this questionnaire, please return it to:**

**The Monitoring Officer,**

**ASHTON COMMUNITY TRUST,**

**25 – 27 HENRY PLACE, BELFAST, BT15 2AY**

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of the individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officer. There it will be strictly controlled in accordance with the Data Protection Code of Practice. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*





