

## Youth Outreach Manager – Application Guidance Form

### **1. Background**

The Simon Community Northern Ireland, established in 1971 in Belfast, are a leading charity that helps thousands of people each year who have lost their home or who are at risk of becoming homeless. Across Northern Ireland, we have 22 accommodation projects and support a wide range of vulnerable people who have complex needs. Successful applicants will be required to work with clients with a range of complex needs including; Mental Health, Substance Misuse, Homeless Prevention, Offending and Young People.

### **2. Assessment Timetable and Process**

**Close Date for Receipt of Applications**

**Friday 28<sup>th</sup> September 2018 at 4.00pm**

Applicants are required to submit their completed **Application Form** and **Monitoring Form** **before the stated close date and time**. Any applications received after this date and time will **NOT** be accepted. The responsibility for ensuring this rests with the applicant.

The Selection process will comprise two key elements:

1. **An Analysis Exercise** - This is based on scenarios that replicate, so far as possible, some of the key situations that a Support Worker may encounter in the job. Details will be provided on the day.
2. **Structured Interview** – This will be a competency based interview based on assessing core behaviours required for successful job performance.

**Disability Requirements:** Should any candidate require reasonable adjustments, please advise the organisation accordingly to ensure consideration and accommodation where possible.

### **3. Application Form Guidelines**

**All information must be provided using the application form;** continuation sheets may be accepted only under those sections where this is clearly stated. CV's or any other additional information will not be accepted. All information given will be treated with the strictest confidence.

Shortlisting will be undertaken against the essential and desirable criteria and will be carried out **only** on the basis of the information you submit. It is your responsibility to ensure you outline clearly in sufficient detail how and to what extent you fully meet each of the requirements.

**Before you start to complete the Application Form, please check that you meet ALL the minimum essential criteria as detailed.**

For any queries, contact the HR Department on 02890 232 882.

#### **PERSONAL INFORMATION SECTION**

**Please note the personal information section of the application form will not be available to the shortlisting panel.**

**PERSONAL DETAILS:** Please enter your address and contact details.

Eligibility to Work in the UK: Please confirm your eligibility to work in the UK. **Under current legislation, it is a criminal offence to employ a person who is not entitled to work in the UK. Therefore, you will be required to present proof of your right to work in the UK at interview. In all cases, only the acceptable original documentation types, as stated by law, may be accepted.**

**EMPLOYMENT PREFERENCE:** We have permanent vacancies, as well as casual bank / relief positions that are used to fill temporary needs in our projects due to absence, holidays or other factors.

**APPLICATION ELIGIBILITY:** To be eligible to apply, you must not have been rejected from Interview / Assessment Centre within the past 6 months. This is deemed to be the minimum timeframe within which you will have had the opportunity to address any gaps and further develop in the identified areas.

**If you have been rejected at shortlist, you may still make a fresh application.** For example, at the point of application, you may not have fully attained the requisite experience. Once you are satisfied that you meet the essential eligibility criteria, you may make a fresh application.

**NB: ONLY THE EMPLOYMENT HISTORY, SHORTLISTING AND APPLICATION FORM DECLARATION / VERIFICATION SECTIONS OF YOUR APPLICATION FORM WILL BE SEEN BY THE SHORTLISTING PANEL.**

## **EMPLOYMENT HISTORY SECTION**

You are required to list your current employment details and all past employment, beginning with your most recent/current post indicating if this was paid or unpaid (voluntary) work. **You may use a separate sheet if necessary.** You must fully account for any gaps in employment.

It is your responsibility **to ensure that the employment dates** you have provided are accurate and that they fully demonstrate that you meet the required experience level. Your employment dates will be verified.

## **ESSENTIAL AND DESIRABLE CRITERIA SECTION**

### **ESSENTIAL CRITERIA**

**Criterion 1:** Degree in Social Work or Youth and Community Work or an equivalent qualification **And** three years' recent full-time paid experience of working with at risk young people

**Or**

Five years' recent full-time paid experience of working with at risk young people.

It is your responsibility to **demonstrate in the application form** your third level qualification **and** three years' recent full time paid experience of working with at risk young people **OR** five years' recent full time paid experience of working with at risk young people.

**Other Qualifications:** If you have any other relevant higher education qualifications, professional training or membership of any professional bodies, please use the additional space to note these. You may use a separate sheet if necessary.

**Subject to appointment, you must provide original certificates of essential qualifications.**

**Criterion 2:** Two years' recent experience of managing and supervising staff in a similar setting.

It is your responsibility to ensure that you fully demonstrate that you have two years' recent experience of managing and supervising staff in a similar setting. Please use dates and examples.

Recent experience is defined as having attained two years' experience within the past three years. Experience may be gained either as part of paid or unpaid work. Full time equivalent experience means having collectively gained experience comparable to one year's full time experience (30 hours or more per week) over the past three years.

**Criterion 3:** Two years' recent experience of project management and development within a similar setting.

You must ensure you demonstrate that you have two years' recent experience of project management and development within a similar setting. Please use dates and examples.

**Criterion 4:** Full valid driving licence is required so as to be able to meet the requirements of the post in full.

Please note if you hold a valid driving and access to a car. You will be asked to provide evidence of this, if called for interview.

**Application Verification:** You are required to read and confirm the terms in this section.

## **DECLARATIONS – VETTING**

*Please note this section of the application form will not be available to the shortlisting panel.*

**Relatives:** Please provide details of relationships to any member of the Board of Directors or any employee of the Simon Community Northern Ireland.

### **Criminal Declarations / Vetting**

The post you are applying for is a Regulated Activity Position, as defined by the Safeguarding Vulnerable Groups (NI) Order 2007, and within the definition of an “excepted” position as provided by **the Rehabilitation of Offenders (Exceptions) Order (NI) 1979**.

**For Regulated Activity posts,** all applicants **MUST** provide details of **ALL** convictions including **SPENT** convictions which **MUST be** disclosed. This information will be checked and verified. You are advised that **ALL** convictions must be disclosed (spent and unspent) as above. Having a conviction will not necessarily debar you from being considered as due consideration will be given to each individual case in relation to the specific post being applied for.

If your circumstances change since your original disclosure you are required to notify the organisation immediately of any additional or potentially pending convictions not originally disclosed. **Failure to do so could result in disciplinary action up to and including termination of employment or withdrawal of any offer.**

**Pre-employment References and Checks:** All such regulated positions are conditional and subject to a satisfactory Access NI and other Checks. Currently, Access NI checks are not portable across employers and therefore even if you have had a recent check, each employer must complete its own checks.

No offer of employment will be confirmed until all vetting and other checks, as required for the position, have been undertaken and are deemed satisfactory. Any conditional offer may be withdrawn, if the required checks are deemed not to be satisfactory. Applicants are advised not to submit their resignation to their current employer until all checks have been satisfactorily completed and an offer of employment confirmed.

If there is a concern in relation to the checks, you may be invited in to discuss the matter before any decision to appoint/not appoint is made. In deciding if a candidate can be appointed to the position, we will consider the overall character requirements and complete a full risk assessment.

**Overseas candidates** – For applicants from Overseas (applicants who are citizens of other members of the European community or other countries) Certificates of Good Conduct from their Consulate or other associated checks are required.

**REFERENCES:** Please give the name, address, telephone number and occupation of two referees, one of who should be your current/most recent employer. Your referees should be in a position to assess your skill, knowledge and aptitude for this post, stating in what capacity they know you. Reference will only be taken up subject to a conditional offer being extended. *Please note: referees should not be related to you and a current employer’s reference will be required before appointment.*

**Health Checks:** Candidates must complete a pre-employment health declaration to satisfy the organisation as to their health to undertake the duties and responsibilities of the post. For employees who work nights, the organisation offers the opportunity to have a night working health assessment before commencing and on an annual basis thereafter in accordance with their obligations under the Working Time Regulations. This is to identify their fitness for night work and, if necessary, to understand any particular reasonable support the employee may need to work effectively. As night worker health assessments are voluntary, employees may decline the offer of an assessment.

## **MONITORING INFORMATION**

*Please note this section of the application form will not be available to the shortlisting panel.*

### **Equality and Monitoring**

We are committed to promoting equality of opportunity and preventing any unfair discrimination in its practices, seeking to ensure that applicants or employees are not discriminated against (either directly or indirectly) regardless of: Sex; gender reassignment, pregnancy or maternity leave; being married or in a civil partnership; having or not having dependants; religious belief or political opinion; race, colour, nationality, ethnic or national origins, being an Irish Traveller; disability; sexual orientation; or age.

The organisation, as required by the Fair Employment and Treatment (Northern Ireland) Order, monitors applications for employment. The use and confidentiality of this information is protected by this order. The monitoring information will NOT be made available to the panel at any stage during the process. It will only be used for monitoring, investigations or proceedings under the requirements of the order.

### **APPLICATION FORM DECLARATION**

**This section will be available to the shortlisting panel.**

You are required to sign off on the accuracy of your application form and confirm that you meet the job requirements.

### **OTHER INFORMATION**

**Reserve Lists:** Candidates who satisfied the recruitment panel that they met the requirement for a post but who have not been offered a position on that occasion may be placed on a reserve list. The reserve list may be used to make an offer for a similar post in any of the operational areas across Northern Ireland. Reserve candidates will be held on the reserve list for **no more than six months** from the date of the decision to the date of authorisation of an appropriate vacancy.

**Starting Salary on Appointment:** The salary and benefits are set out in the job description and appointment on the scale will be based on consideration of the skills and experience of the successful candidate.