

Dear Applicant

Please find enclosed an application pack for the post of WELL Bean (CRISIS) Café Manager which should contain the following items:

* Application Form and Application Checklist
* Monitoring Form
* Job Description and Person specification

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about PIPS Hope & Support 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 the application form and application checklist fully and accurately. If there is insufficient space for your answer, continue a separate sheet.
3. **It is your responsibility to ensure that sufficient information is given on the application form and application checklist to enable a shortlisting panel to assess your suitability for this post.**

***PLEASE SHOW CLEARLY IN YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE JOB SPECIFICATION ENCLOSED.***

4. Applications, CV’s and attached sheets:

* Applications will only be accepted on proper application forms so that the same type of information is received from all applicants.
* Attached CV’s will not be considered, either in lieu of the application form or in conjunction with it.
* 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.

5. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by:

**Friday 19th August 2022 @ 4.00pm**

Where an email application is submitted by the deadline, a signed hard copy of the complete forms, together

with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope

marked Monitoring Officer) should be returned by:

**Friday 19th August @ 4.00pm**

* **Application forms received after this time and date will not be accepted.**

6. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide

Documentary evidence of their identity for verification and photocopying.

**7.** This post is a regulated position as defined in Article 33 of the Protection

of Children and Vulnerable Adults (NI) Order 2003 (Access NI).

Access NI makes it a legal requirement for organisations to conduct checks against the Disqualification from Working with Children (NI) list and the Department of Education list when proposing to employ an individual in a regulated position.

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Further information is provided by Access NI who have produced a Code of Conduct which can be downloaded from the website [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

**INTERVIEWS WILL TAKE PLACE WEEK BEGINNING 22ND AUGUST 2022 FOR THE POST**

**Applications emailed or hard copy should be returned no later than**

**Friday 19th August 2022 @ 4.00pm to:**

**FAO, Chief Executive Officer**

**PIPS Hope & Support**

**50 Mill Street**

**Newry**

**Co Down BT34 1AG**

**or**

[**seamus@pipshopeandsupport.org**](mailto:seamus@pipshopeandsupport.org)



**PIPS HOPE & SUPPORT JOB APPLICATION FORM**

|  |
| --- |
| **Job Ref: PIPSWBM2** |
| **Application No:** |

* **Please write clearly (type or block capitals)**
* **All information will be treated in confidence and will be used by PIPS Hope & Support to assess your suitability for the job**
* **Candidates will be short listed based on information contained in this application and checklist**

**The Vacancy**

Job Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see ad? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

|  |  |
| --- | --- |
| **First Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Second Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please contact my first referee prior to interview: Yes / No

Please contact my second referee prior to interview: Yes / No

Have you ever been convicted of a criminal offence? Yes / No

[Exclude convictions which are spent under the

Rehabilitation of Offenders (NI Order 1978)]

Have you ever been excluded / barred from working with Yes / No

children and/or young people?

### JOB DESCRIPTION

### Title: WELL Bean (Crisis) Café Manager

Place of work: WELL Bean Café, River Street, Newry

Reports to: Chief Executive (Initially)

Salary: NJC scale 6 (20-22) £25,419 - £27,514

Hours: 37.5 hrs. *(The post holder will be required (on occasion) to work  
evenings and weekends and public holidays)*

Probation:      This post is subject to a 6-month probationary period.

The company reserves the right to extend this probationary

Period.

**Benefits:**

24 Annual leave days plus 11 statutory days

      Auto Enrolment, National Employment Savings Trust (NEST)

Pension Scheme

Access to Company Westfield Health Care package

Organisation Sick Pay scheme

Investors in People award

TOIL (time off in lieu) accrual system (monthly)

**About the Service:**

WELL Bean (Crisis) Café is Northern Irelands pioneer mental health crisis service which comes in under the Towards Zero Suicide Initiative and the Suicide Prevention Care Pathway. The WELL Bean (Crisis) Café provides a safe space for people who are either experiencing or moving towards mental health crisis. People aged 18+ can self-present or be referred to the WELL Bean (Crisis) Café to access support. Staff support people to discuss the nature of the crisis they are experiencing and use professional counselling, safety planning and effective signposting. Visitors to the cafe are supported to identify their strengths and coping skills and then helped to understand how they could use these to decrease their distress and promote resilience. The Cafe is co-produced and peer support through volunteering is encouraged. The WELL Bean (Crisis) Café is a warm, welcoming environment offering a range of activities run by fully qualified counsellors and trained volunteers.

**purpose of job**

As part of the WELL Bean Cafe crisis support services, the WELL Bean (Crisis) Café Manager will manage the Counselling Coordinating teams, the successful applicant will initially report to the Chief Executive, and willplay an integral part in the marketing, communication, volunteer recruitment and training and the rollout of the WELL Bean Café crisis response services

**Key Duties & Responsibilities:**

To be supported by the CEO (initially) in the running and strategic development of The WELL Bean (Crisis) Cafe in line with funders contractual requirements

The operational hours of the WELL Bean (Crisis)Café service are currently Friday & Monday evenings and every weekend including bank holidays that fall on any of these days, however primarily this post will operate on a 7-day work week which will include some weekend work.

To work closely with the CEO, (Initially) Counselling Coordinators and Statutory and voluntary stakeholders to ensure that WELL Bean (Crisis) Cafe counselling team and volunteers works to and support people presenting in crisis to de-escalate their immediate situation empowering them to develop self-management techniques. Ensure all records are properly maintained in accordance with the Policy and Procedures of the company.

Communication is a key feature of this role, attending and representing the WB (Crisis) Café at regional / local steering groups, forums and will include report writing, developing positive and constructive working relationships with statutory & voluntary stakeholders for the benefit of service users. The post holder will also develop, produce, run, and facilitate talks and presentations to maximize awareness of the WELL Bean café services.

Perform any other reasonable duties relevant to the post as may be required.

**Person Specification – WELL BEAN CAFÉ MANAGER**

|  |  |
| --- | --- |
| **Essential requirements:** | Essential |
| 1. **Relevant 3rd Level Qualification** | √ |
| 1. **Ability to write & interpret complex reports,** | **√** |
| 1. **Experience of organising and arranging meetings online and F2F** | **√** |
| 1. **Experience of using social media platforms for marketing and promotion** | **√** |
| 1. **Excellent communication skills when engaging with Statutory, Voluntary and community stakeholders, partners, and the public** | **√** |
| 1. **Ability to manage projects and develop plans** | **√** |
| 1. **Have access to own transport, insured for business usage** | **√** |
| 1. **Ability to manage and support staff in planning and evaluating a welcoming and caring environment that meets the individual needs of all visitors to the café in line with recognised best practice for both visitors / clients and staff.** | **√** |

**Terms and Conditions of Employment**

* Two satisfactory references are required.
* Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of identification that will be outlined if no passport is available.
* Successful Access NI checks.
* Potential employees must provide evidence of full driving licence.
* Car insurance for business use.

***This job description is not intended to be restrictive or definitive.***

***It is important to note that the responsibilities of the post may change to meet the requirements of the evolving services that the charity provides.***

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**Your Qualifications**

|  |  |  |
| --- | --- | --- |
| Type of Exam (GCSE, NVQ, A Level, Degree etc) | Subject | Grade |
|  |  |  |

**Are you currently employed? Yes / No**

**Current Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notice Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Previous Jobs** *(Start with present or most recent job)*

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| --- | --- | --- | --- |
| **Name & Address of Employer** | **Dates employed & salary** | **Type of Job (give brief description of duties**) | **Reason for Leaving** |
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*[Please attach additional sheet if required]*

**Other Information**

1. Please indicate why you are interested in this position.

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2. Please include any other information which you feel may be of interest in considering your application.

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

**Declaration**

I declare that the information I have given is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Job Ref: PIPSWBM2** |
| **Application No:** |

**Checklist –**

**The WELL-Bean (Crisis) Café Manager**

**(Fixed term)**

**Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Referring to the Person specification above (Essential criteria) Please ensure that you complete the following checklist ensuring you meet the essential criteria on points numbered 1 – 8 to assist us in the processing of your application.

Shortlisting will be based on evidence that you meet the requirements for this post.

|  |  |
| --- | --- |
| **Criteria – Essential** |  |

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**MONITORING FORM Ref: PIPSWBM2**

PIPS Hope & Support is committed to promoting equality, diversity and an inclusive and supportive environment for staff, volunteers, and families.

PIPS Hope & Support will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation, or other inappropriate distinction.

To do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment.

The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

This part of the application will be treated in the strictest confidence.

All applicants should complete this section. The information will also be used for the purpose of monitoring in terms of the principles of equality of opportunity and will not form part of your application.

Please provide information below about yourself that would assist this process

|  |  |  |
| --- | --- | --- |
| **Please indicate your religion or the religion to which you would be perceived to 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 a member of neither the Protestant nor the Roman |  |  |
| Catholic Community |  |  |

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| --- | --- | --- |
| **Please indicate your gender by ticking the appropriate box below:** |  |  |
| Male |  |  |
|  |  |  |
| Female |  |  |
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| --- | --- | --- |
| **Do you consider yourself to have a disability under the terms of the Disability Discrimination Act 1995, defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to conduct normal day to day activities?** |  |  |
| Yes |  |  |
|  |  |  |
| No |  |  |
| If ‘yes,’ please state the nature of your disability: |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please describe your ethnic origin by ticking the appropriate box below:** | | | | | |
|  |  |  |  |  |  |
| Bangladeshi |  |  | Irish Traveller |  |  |
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| Black African |  |  | Pakistani |  |  |
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| Black Caribbean |  |  | White |  |  |
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| Chinese |  |  | Mixed Ethnic Group |  |  |
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| Indian |  |  | Other (please specify) |  |  |
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This monitoring form should be returned under separate cover to:

**Monitoring Officer**

**PIPS Hope & Support**

**50 Mill Street**

**Newry**

**Co Down**

**BT34 1AG**