

**PRIVATE & CONFIDENTIAL**

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**Liberty Consortium**

**The Playtrail**

**15 Racecourse Road, Derry, BT48 7RE**

Liberty Consortium is committed to equality of employment opportunity and welcomes applications from all suitably qualified applicants regardless of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependants. In accordance with its Equal Opportunities Policy it particularly welcomes applicants from the Protestant community – all applicants will be considered on merit.

#### JOB APPLICATION FORM

For the post of: Project Coordinator – The Playtrail

**Please note CV’s must NOT be included as part of your application and if submitted will NOT be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. Liberty Consortium reserves the right to shortlist only those applicants who appear from the information supplied in the application form to be most suitable in terms of experience, qualifications and the other requirements of the post. Only those short-listed will be progressed to the next stage of the recruitment process.**

# PLEASE TYPE OR PRINT IN BLACK INK

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Address: |
|  Post Code: |
| Tel No. (Home): | Tel No. (Work):  |
| E-mail: | National Insurance No: |
| DISABILITYUnder the Disability Discrimination (N.I.) Act 1995 a disabled person is defined as a person with:“*A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities”*Having read this definition, do you consider yourself to have a disability? Yes No If yes, please advise if you will require any special arrangements if selected for interview:-………………………………………………………………………………………………………………………………….…**Note: Advice and support may be provided by your local Disablement Employment Advisor. Please contact your local Job Centre for further information***.* |

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| --- |
| If you are related to any member or employee of Liberty Consortium, please give details:- |
|  |

### EDUCATION AND TRAINING

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

You need **ONLY** state essential qualifications as outlined in the personnel specification.

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 short listed 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

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Subject (and level) | Grade Result | Year Awarded |
|  |  |  |  |

**FURTHER EDUCATION (Full-time and Part-time)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EducationalEstablishment | QualificationAwarded | Subjects/Units | Grade/Result | YearAwarded | Exams to be taken and date |
|  |  |  |  |  |  |

# PROFESSIONAL QUALIFICATIONS

|  |  |
| --- | --- |
|  Title of Qualification | Date Awarded |
|  |  |

# OTHER TRAINING/COURSES

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

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**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.**

### EMPLOYMENT HISTORY

It is important that you give clear details of your previous work experience, highlighting areas that you believe may be relevant to the post. Please provide full details of your previous work experience **within the last three years.**

# PRESENT EMPLOYMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address of Employer | Date of Starting | Position held and outline duties | Salary/Wages | Reason for Leaving |
|  |  |  |  |  |
| Please state the amount of notice required by your present employer: |

# PREVIOUS EMPLOYMENT

Please give details of all previous positions held by you since leaving school including vacation, voluntary or part-time work. Start with the most recent positions first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address of Employer | Employment Dates | Position held and outline duties | Salary/Wage | Reason for leaving |
|  |  |  |  |  |

**Continue on an additional page, if necessary.**

**EXPERIENCE, SKILLS AND ABILITIES**

This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. Having read the job description, please give details of your previous experience that you believe is relevant to this post together with any other information in support of your application. Remember, your application will be short listed solely on the basis of information provided by you **on the application form**. (Details of any relevant skills, expertise and abilities gained through voluntary work or in the home may be included on this sheet).

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| --- |
| With reference to your personal experience, skills and abilities, please detail how you meet the **Essential Characteristics. (Please refer to job specification)** **EXPERIENCE, SKILLS AND ABILITIES continued**.**If necessary, please continue on separate sheet.** |

**ACT 1998:**

The information given may be processed by computer and will be used for recruitment and selection purposes only. Liberty Consortium respects the privacy of everyone and we will do our utmost to protect your privacy and the data you provide.

The personal information you provide will be used in the recruitment process and will form the basis of the personal record for successful candidates. The personal data of unsuccessful candidates will be retained for a period of 1 year after which it will be securely destroyed.

In sending this application you are giving your personal permission for your personal data to be stored and processed for the purposes of arriving at a selection decision and, for the successful candidate, future personnel administration.

**PRE-EMPLOYMENT DISCLOSURE**

To ensure the safety of our clients/members an ACCESSNI check will have to be completed for the position you have applied for. Checks will only be carried out if you are considered to be the preferred candidate and being offered an appointment.

A criminal record will not necessarily be a bar to obtaining a position at Liberty Consortium. This is a requirement of appointment and you will not be offered a contract if you do not comply with this requirement. If a disclosure check is returned and reveals any information, this will be discussed with the applicant.

Any information received will be treated confidentially and we will talk to you about it before a final decision is reached. After the decision is made the information will be destroyed. Liberty Consortium is fully committed to carrying out the criminal records check in accordance with the AccessNI Code of Practice and a copy of the ACCESSNI Code of Practice is available online at [www.dojni.gov.uk/index/accessni/support/code-ofpractice.htm](http://www.dojni.gov.uk/index/accessni/support/code-ofpractice.htm) or on request by contacting Liberty Consortium’s Director either by telephone (028 7136 8173) or by email admin@playtrail.com

Included within this application form you must tell us if there is any reason that you cannot work in a regulated activity.

Yes

No

If Yes, Please give details

|  |
| --- |
| **Please provide contact details for 2 suitable referees – one character and one work related.****Name: Name:****Contact details: Contact Details:****Relationship: Relationship:** |
| Do you hold a full, clean driving licence and have access to a car? Yes No  |

**INTERVIEW DATES**

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| --- |
| **Interviews will be held : 14th December 2022**Please specify any dates on which you would be UNAVAILABLE for interview, if invited:-………………………………………………………………………………………………………………………..…………Please note that whilst Liberty Consortium endeavours to arrange interview dates suitable for all short listed candidates, this may not always be possible. |

**DECLARATION AND SIGNATURE**

|  |
| --- |
| I certify that the information I have provided above is true, complete and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, dismissal from the service of Liberty Consortium.I give my consent for Liberty Consortium to contact my nominated referees as well as my present and previous employers and in the event of an appointment being offered, to carry out a criminal record check, if deemed necessary.SIGNED: ………………………………..………………………………. DATE: ……………………..……..…...NAME IN CAPITAL LETTERS ………………………………………………………………..………………………….. |

This form should be returned to:

**Mark Roberts, Liberty Consortium, The Playtrail, 15 Racecourse Road, Derry BT48 7RE**

Closing date for receipt of completed application is: **Friday 9th Dec 2022 @ 12 noon**

**(Hard copy & Emailed applications will be accepted).**

**Email completed applications to:** **mark@playtrail.com**



**LIBERTY CONSORTIUM**

**THE POST**: **Project Co Ordinator**

**The Playtrail**

**Reports to: CEO Liberty Consortium**

**Liberty Consortium Board**

**Salary: £31,539**

**HOURS: 37.5 Hrs per Week (5-day week)**

**Occasional weekend work will be required**

**Initial 15 month contract (subject to funding)**

**Location: Liberty Consortium Office**

**The Playtrail**

**15 Racecourse Road**

**Derry**

The Project Co Ordinator (PC) will work to develop the Playtrail Project and will be responsible for the continued community animation of the facility. They will report to the CEO of Liberty Consortium and will work to strengthen internal relationships and external relationships with statutory agencies, funding bodies, schools and community / voluntary sector organisations.

The PC will play an integral role in programme delivery whilst also feeding into development planning and assisting with overall research, funding, promotion, marketing, monitoring & evaluation of the Playtrail facility.

**KEY DUTIES & RESPONSIBILITIES**

To provide a ‘hands-on’ approach to the continued development of the Playtrail ‘Play & Educational’ programme, promoting use by schools, community groups & the local community

To be able to co-ordinate & deliver a range of outdoor education / Forest Schools, play experiences, recreational opportunities to children & young people

To maintain a process of managed access of the facility

To work with others to collate information for publication in local press / social media - raising awareness of events & activities

To develop strong working relationships with local schools (Extended Schools Programme), community organisations (Neighbourhood Renewal) and support agencies in the area

To assist in the development of a volunteer base for the facility

To continue to secure grant aid & generate essential revenue for the continued development, maintenance & programming of the Playtrail

Control and manage relevant budgets, financial statements, salaries, monitoring expenditure ensuring it is within budget and preparing the necessary financial and monitoring returns to funding bodies and monitoring their progress – specifically DfC (Neighbourhood Renewal unit)

Supervise; provide training and support to employees and volunteers

To encourage and facilitate the inclusion of all marginalized people within the community but particularly children & young adults with disabilities

To attend Committee meetings as deemed necessary by the CEO / Management Board, preparing Project Reports as required

To facilitate the establishment of effective monitoring procedures

To obtain, maintain and update information on policies and procedures of relevant statutory and voluntary agencies, which have a direct impact on the project

To ensure the Playtrail meets all Health & Safety standards and act as the Health & Safety Officer for the Playtrail site

As this is a development project, priorities and issues may arise that are unforeseen at the time of recruitment. The Liberty Consortium Board reserve the right to review and / or amend the duties as outlined above. (These duties will be reviewed on a bi-annual basis)

*The Liberty Consortium operates an equal opportunity policy and welcome applications regardless of sex, marital status, religious belief or political opinion. The Consortium reserves the right to enhance criteria in order to facilitate a shortlisting process.*

**Job Specification – Project Coordinator (The Playtrail)**

**Essential Characteristics**

The successful candidate should have the ability to communicate effectively in writing and orally with members of the public, user groups, community, statutory, private sector organisations & particularly children & young people. It will be essential that the PC will have the ability to understand, analyse problems quickly and produce effective results.

**Applicants must have:**

* A relevant 3rd level qualification;
* A minimum 3 years’ experience of working within a relevant field at a senior level e.g. community development, youth work, education, environmental, health & social services, disability setting;
* Experience of relevant programme delivery e.g. children & young people, play / outdoor education / Forest Schools, working with young people with disabilities
* Experience in the preparation of reports, funding applications, action plans and programming (this should be clearly demonstrated within the application form);
* Experience of line managing staff

**Desirable Characteristics / qualifications:**

* A demonstrable knowledge of and commitment to community development;
* Can demonstrate a knowledge and sensitivity to people with disabilities and their families
* Awareness of Child Protection issues and legislation
* Experience of working with statutory and voluntary organisations and agencies;
* A commitment to a ‘hands on’ approach to delivery
* A relevant professional qualification e.g. Forest School L3 / Youth Work
* Familiarity with computers, especially word processing and database systems;
* Office and information management skills;
* A pleasant and helpful manner;
* Willing to work unsociable hours including occasional weekends;
* Ability to enthuse and motivate people at all levels;
* Possession of a full driving licence and/or access to a car or alternative transport that meets the demands of the post.
* Ability to work under pressure and to deadlines;
* Adaptable and flexible attitude;
* High motivation with the ability to work on own initiative, manage diverse activities and make decisions;
* Commitment to co-operative working.
* Commitment to the inclusion of children and adults with disabilities