## Springvale Employment & Learning Solutions

## SPRINGVALE LOGO USE

## Application for the Post of

**Health & Wellbeing Officer**

Completed applications should be returned by emailto: [**j.fegan@usdt.co.uk**](mailto:j.fegan@usdt.co.uk) **by 31st January 2024, 12 noon.**

**Tel No: 028 90236677**

**Application Ref No: /\_\_\_\_\_**

**NOTE: Please type this application. CV’s will not be accepted in lieu of**

**the application form**

**Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**National insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel No: H W** **M:\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Email: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How did you learn of this post?**

**Social Media** 🞏 **Communityni** 🞏 **NIJobs** 🞏

**Other (please specify)**

**COURSES AND/OR RELEVANT TRAINING UNDERTAKEN**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Training Provider or Examining Body** | **Grade**  (if applicable) |
|  |  |  |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please give details here of all the positions held. Start with your present or most recent position and work back (please add attached sheet if necessary)** | | | | | |
| **Dates** | | **Name and Address of Employer and nature of business.** | **Position held** | **Salary** | **Reasons for leaving** |
| **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |

**Essential (E)/ Desirable (D) Criteria:**

*The requirements for the post (details of which are on the Person Specification) are listed in this section. Please demonstrate clearly how and to what extent you meet each requirement in the correct section. It is the candidate’s responsibility to clearly demonstrate in the correct section how they meet the criteria to be shortlisted for interview.*

*Do not continue on additional pages or include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered.*

**Please demonstrate below:**

|  |
| --- |
| **(E)** Have a Level 3 qualification in a relevant field.  **AND**  Minimum of two years’ experience designing and delivering 1 to 1 and personal development group work-based programmes to marginalised young people. |
| **(E)** Understanding the needs of young people living in disadvantaged communities |
| **(E)** Of working to current standards of best practice in relation to child protection and confidentiality. |
| **(E)** Effective written and oral communication skills including report writing and presentation skills. |
| **(E)** Effective group work facilitation skills with young people. |
| **(E)** Effective personal and interpersonal skills and ability to relate to young people particularly those who experience forms of marginalisation and social exclusion. |
| **(E)** Ability to work with young people with ‘high needs’ or involved in ‘’risk taking’ behaviour. |
| **(E)** Excellent organisational skills |
| **(E)** IT competent in Microsoft Office | |
| **(E)** Ability to prioritise and manage a busy workload | |
| **(E)** Ability to work in a flexible manner  **(E)** Demonstrate the ability to work independently and unsupervised, to use initiative to identify forward plans, prioritise and monitor work to meet agreed objectives | |
| **(E)** Ability to demonstrate awareness and understanding of inclusion, diversity and other people’s behaviour, physical, social and welfare needs | |
| **(E)** Able to demonstrate a clear understanding of the commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures. | |
| **(E)** Able to apply Health and Safety effectively with participants and staff. | |
| **(E) Subject to Access NI enhance check** | |
| **REFERENCES**  (Please give the name of two people who we will contact for a reference – one must be your most recent employer). Please note we will be contacting referees prior to interview unless otherwise advised by you.  NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TEL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **DECLARATION**  I hereby declare that the information given on this application form is to the best of my knowledge, true and correct. I also agree that any misrepresentations by me will lead to disqualification of this application, the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the Company other than for services rendered.  SIGNATURE: DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |