



Information Sheet for the post of Community Navigator

Closing date for applications 2nd August 2019

Interviews will take place on 9th August 2019

St George's Lupset Ltd is a local registered charity and community enterprise, providing Training, Health and Wellbeing activities, Childcare and services for Children and Young People.

St George's is one of seven organisations commissioned by Young Lives Consortium (funded by the Clinical Commissioning group (CCG)) to deliver school and community-based interventions as part of the Future in Mind (FIM) programme. FIM supports Children and Young People to develop emotional wellbeing, resilience and positive coping strategies to manage life events and transitions.

As a Community Navigator, hosted by St George's, you will apply a team-based approach with the other 6 Community Navigators to provide early intervention activities throughout the year. During term time you will work with schools to deliver group work using resources from the Resilience Framework and during school holidays you will deliver and/or support other organisations to provide community-based opportunities across the age range 0-19.

More information on the Resilience Framework can be found here

<https://www.riskandresilience.org.uk/>

Why work for St George's Lupset Ltd? We offer the following:

- Good rates of pay
- Pension Scheme - employer contribution up to 5%
- Generous holiday entitlement 26 days plus bank holidays.
- Individual training and development opportunities.
- A supportive and caring environment.
- Six-month induction and mentoring support.
- We invest in Families not Profit.

Safeguarding Statement

- St George's Lupset Ltd (St George's) is committed to and takes its duty of safeguarding and promoting the well-being of all children and young people and protecting them from harm, seriously.
- St George's recognises that children and young people can be vulnerable and rely on the support of adults and the wider community to help them reach their full potential.
- St George's respects all children irrespective of gender, sexuality, race, culture, religion or economic status have the right to enjoy their childhood and pass safely from childhood into adulthood
- This commitment is shared by trustees, staff, students and volunteers working at or with St George's.

How to Apply

Please telephone St George's Community Centre on 01924 369631 to request an application pack

Recruitment is in four stages: application form, working interview, formal interview, job offer and pre-employment checks. These four stages help us to assess your skills, abilities and knowledge and help you to get to know our organisation and job requirements. If you are unsuccessful at any stage of your application, you will be informed and given feedback if you require.

1. Formal application form.

Completing an application form detailing how you meet the criteria on the person specification. Please see guidance notes below

2. Working Interviews

The purpose of the working interview is to assess your interaction with children, young people and other adults. You will be expected to spend up to 2 hours within one of our young people's services where you will be assessed by young people.

3. Formal Interviews

This is a traditional interview where you will be asked a number of questions by a small panel. You will then have the opportunity to ask questions of the panel.

4. Job offer and pre-employment checks

If you are successful at the interview stage a conditional offer will be made. Confirmation of a job offer is subject to: satisfactory references, enhanced DBS check and pre-employment health screening questionnaire

Application Form Guidance Notes

Please read these notes carefully before completing the application form. It is important that you take your time to fill in the application form as fully and accurately as possible. The decision to invite you for interview (working and/or formal interview) is based entirely on the information given on the application form.

Application Pack

The application pack contains

- Information sheet about the organisation and the job opportunity.
- A job description and person specification - the job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications required and the methods used to assess each of these.
- Personal Information and Rehabilitation of Offenders Form and An Equal Opportunities Monitoring Form – this information is sometimes quite sensitive, but we give you our assurance that it will be secure and kept absolutely confidential. Before your application form is considered, these forms will be separated from the application form so that your name, address, age, sexuality, ethnicity or disability or declared offences are not available to those making the selection for shortlisting.
- Application Form

General Points

- Please complete all parts of the application form and type or use black ink so that when we photocopy the form it is clear and legible.
- Do not send curriculum vitae, instead of completing the application form, as these will not be considered

Personal Details and Rehabilitation of Offenders Form

- Please be sure to complete the 'position applied for' section to ensure that you are considered for the right post.
- Give your full name, address, postcode, telephone numbers and email address. If you have an email address this is how we will correspond with you.
- Complete the Rehabilitation of Offenders - If the vacancy is exempt from the Rehabilitation of Offenders Act 1974 this will be explained in the application form. If it is, you should tell us about ANY cautions, convictions or bind overs on the application form and tell us if there are proceedings outstanding against you. If the post is not exempt from the provisions of the legislation, but you have any 'unspent' caution, conviction or bind over, you must declare this on the application form. Having a criminal record does not automatically prevent you from being considered for a job and we will consider all the necessary details and their relevance to the job. If you are shortlisted, this will be discussed with you at interview.

Present or most recent employment

If you are currently in paid employment please give details about your present job or your most recent paid employment even if this is some time ago. Please ensure you complete all sections or state not applicable if you have never had paid employment.

References

We require a minimum of two references, your first referee must be your present employer or if you are not employed at present, your last employer. If you have never had paid employment or recently left education the following can be used as referees; Headteacher, College tutor, Lecturer. References related to unpaid work may be appropriate for example voluntary or student placements. In some circumstances character references may be submitted providing they are not from family members. Please note that we require a minimum of one reference to be available prior to interview. We may also contact your past employers where it seems necessary. If you do not want us to contact a referee before the interview please state on the application form but you must let them know and seek their permission if we make a verbal conditional offer of employment. Please note that you will not be able to start work with us until we have received your references.

Education and Job-Related Qualifications

Please provide us with details of all your qualifications starting with your most recent. Ensure that you provide the following information - full name of the qualification, awarding body, level and grade as appropriate, where you studied and the date you gained the qualification.

Training and Short Courses

Please use this section to provide us with details of the short course, CPD or other relevant training relating to the job for example First Aid, BSL, Midas Training.

Previous Employment

Please give details of all your previous jobs since leaving school/college in date order, starting with the most recent. Any gaps in your employment history **MUST** also be included. Please **DO NOT** include student placement's or volunteering work in this section. You will have chance to tell us about this in the next section. Use a separate sheet if necessary – please name and number it.

Information to support your application

This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. This is your opportunity to tell us how your skills, knowledge and experience relate to that required for the job. Before completing this section, refer to the job description and person specification.

Do not be put off if you have not worked for a long time or you are entering into employment for the first time. Think carefully about any experience that you may have gained in the past, at home, school, college, in your leisure time or previous employment. Many people will have developed relevant skills and knowledge through voluntary work or work experience placements. You will need to show how you could fit these skills and knowledge into the person specification.

It is best to give examples to show how or what you have done to meet each area on the person specification. Be specific about your skills, specify your own responsibilities and achievement's. Demonstrate a particular skill rather than simply saying that you have it. For example, if the person specification asks you to demonstrate an ability to work as part of a team, you may want to describe a time when you supported your team or an individual; what did you do and what difference it made.

You may continue on a separate sheet if necessary however please try to limit the word count to 500 words. If you use extra sheets please number them but **DO NOT** put your name on.

Finally

Check that you have answered all the questions, you might ask a friend to read your application for you. Once you are happy with the application sign and date it, making sure that you send the form to us on time. All applications should be returned to Tracy Scholey, St George's Community Centre, Broadway, Lupset, Wakefield. WF2 8AA no later than 2nd August 2019

We will not consider any applications that we receive after the closing date.