



Information Sheet
Covid Community Recovery Co-ordinator
Closing Date 4th January 2021 at 5:00pm

Provisional Band C3 to D1 subject to Job Evaluation £20530 to £24,000 and dependant on qualifications and experience

St George's Lupset, known locally as St George's Community Centre is a local registered charity and community enterprise, providing services to the residents of Lupset and West Wakefield. These include delivery of four Childcare settings, a Young Futures Service, Training and employability service and Health and Wellbeing Activities.

We have been successful in securing funding from Power to Change to support the local community as we and they begin to recover and move towards the 'new normal'. Lupset is already an area experiencing high levels of deprivation and the neighbourhood is in the top 10% on the national index of multiple deprivation (IMD). The latest statistics suggest that 25% of households are income deprived (UK average 15%), 33% of children live in households experiencing poverty. (UK average 22%) and 36% of older people are living alone. Unemployment is currently around 10% - this has doubled since beginning of lockdown. A recent community consultation found that residents are feeling '**anxious, terrified, sad, stressful, paranoid, lonely and worried about the future.**'

Post Available

We are looking to appoint a full time (37 hours per week) **Covid Community Recovery Co-ordinator** to **start as soon as possible**, initially funded until April 2021 and subject funding this may be extended.

The role will be to:

Support local people adversely affected by COVID (health, wealth or wellbeing) with an emphasis on reaching those hard to reach and most disadvantaged, including a small minority of people from other ethnicities. The overall objective is to work in a way that suits people to return to 'normal' whilst feeling emotionally and financially secure.

Recruit and support local volunteers to be the eyes and ears and friendly face in the community.

Promote St Georges and its specialist partners who can provide tailored support for residents through the city wide 'Help at the Hub' initiative.

Manage a reducing barriers fund that enables residents to recover and move forward.

Work with the community to develop new groups and activities to expand the range of opportunities available to residents.

How to Apply

We have a four-stage application process made up of expressions of interest, working interviews, formal application and formal interviews. 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. Expression of Interest

In the first instance, please complete the attached pro-forma and submit a letter expressing your interest, stating why you want to apply for the post of Covid Community Recovery Co-ordinator, what you know about St George's Lupset Ltd and why you would like to work for us. The letter should be no more than one side of A4 paper. Please mark for the attention of Tracy Scholey, St George's Community Centre, Broadway, Lupset, Wakefield WF2 8AA or email to recruitment@stgeorgeslupset.org.uk. Once we have received your expression of interest it will be broadly assessed against the Job Description and Person Specification.

2. Working Interviews – This is likely to be undertaken virtually given the current situation with COVID

The purpose of the working interview is to assess your interaction with volunteers. You will be expected to spend time with a small group of volunteers answering their questions and generally chatting about yourself and the project.

3. Formal application form

If you pass stage 2 you will be invited for interview and will be expected to complete an application form detailing how you meet the criteria on the Person Specification. Please read these carefully and be sure to demonstrate in your application form how you meet the essential criteria by providing examples of previous experience or knowledge.

4. Interviews - This is likely to be undertaken virtually given the current situation with COVID

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

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, young people and vulnerable adults protecting them from harm.
- St George's recognises that children, young people and adults 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 people irrespective of gender, sexuality, race, culture, religion or economic status and believes that they have the right to feel safe in an environment where they are free from exploitation and fear.
- This commitment is shared by trustees, staff, students and volunteers working at or with St George's.

Please return this with your expression of interest.

Name:

Which telephone/mobile is best for us to contact you on?

Please supply your email address; this is our preferred means of communication

Postal Address

_____ Post Code _____

Name of the highest-level qualification, if any, relating to this post

Level

Year

I do not have a formal qualification but have proven relevant experience, please give brief details