



Harmony Community Trust

Application Form for the Position of Young People Programme Worker

***The Closing Date for the return of the completed Application is:
12:00 noon on Friday 10th May 2024.***

Return Details:

Please email your completed Application to: recruitment@glebehouseni.org

LATE APPLICATIONS WILL NOT BE ACCEPTED

General Information

It is essential that you provide evidence of how you meet the selection criteria.

Remember, skills, knowledge and experience can be acquired in a variety of ways including work on a voluntary basis or in a personal capacity. It is not sufficient to simply list the various posts that you have held. The selection panel cannot make assumptions as to your skills, knowledge and experience from the title of previous posts held, you must provide examples.

This is a Competence based selection process. In this application form you will be asked to provide examples to demonstrate how you meet 5 key Competencies for this role. The Candidate Information Pack contains guidance on how to approach a competency based process and details of all the competencies which have been identified as relevant to this role.

Please note that if all sections of the application form are not completed in full, we may be unable to proceed with your application. **You must restrict your examples for each criterion to 400 words maximum.** Any characters above this limit will be redacted and will not be made available to the selection panel. The layout should not be changed or altered in any way.

Only one application form is to be submitted per applicant.

Electronic versions of the application form are welcome and should be completed in Arial font size 12, the default setting. If completing electronically, applicants must comply with the default settings. Any attempt to alter the form may render your application invalid and it will be excluded from consideration.

Handwritten or typewritten applications should be legible and completed using black ink. If handwriting or typewriting, applicants must keep within the space provided for each section.

Supplementary material such as CVs, letters, or any other information in place of, or in addition to, completed application forms will not be accepted.

Applications will not be considered until after the closing date. We would advise you to retain a copy of your application for your own information.

It is your responsibility to demonstrate clearly on your application form how you satisfy the selection criteria.

Only those applicants who have met the selection criteria and obtain a score at or above the pass mark will be called for interview.

Personal Details	
Title (Prof/Dr/Mr/Mrs/Ms/etc.):	
Surname:	
Forename(s):	
Known Name:	
Former Surname(s) (if any)	
National Insurance No.	
Permanent Address:	
Postcode:	
Contact Telephone Number (include STD Code):	
E-mail address:	
Address for correspondence (if different from above):	
Postcode:	

Employment History: Please supply the information requested below in relation to your previous employment

Organisation	Date appointed	Date ended	Responsibilities



Criterion 1: Values

Supports the values aims and ethos of HCT in promoting a positive Good Relations experience for children and young people in a caring and communal atmosphere.

Is customer-focused, committed to providing a high level of service to users, funding bodies and the community.

Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)

Criterion 2: Qualifications and Experience

To network and make contact with relevant voluntary and statutory organisations and to liaise with families, schools, Social Services and other agencies as appropriate in relation to children and young people participating in HCT programmes.

Can evidence the ability to market projects across diverse communities, securing engagement in programmes by individuals from identified groups, including those that may be hard to reach.

Can evidence the ability to communicate effectively both verbally and in writing, varying the style of communication to meet the needs and preferences of different stakeholders.

Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)



Criterion 3: Communication and Engagement

Can evidence the ability to market projects across diverse communities, securing engagement in programmes by individuals from identified groups, including those that may be hard to reach.

Can evidence the ability to communicate effectively both verbally and in writing, varying the style of communication to meet the needs and preferences of different stakeholders.

To network and make contact with relevant voluntary and statutory organisations and to liaise with families, schools, Social Services and other agencies as appropriate in relation to children and young people participating in HCT programmes.

Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)



Criterion 4: Programme Development and Evaluation

Can evidence the ability to develop programmes of work with young people to achieve specified outcomes, making full use of the facilities and experience of Glebe House and the surrounding district.

Can demonstrate experience of monitoring and evaluating group-work programmes using a range of appropriate evaluation tools.

Can demonstrate the ability to carry out administrative tasks in connection with the work and in compliance with the requirements of funders. This will include record-keeping, producing reports and monitoring returns.

Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)



Criterion 5: Teamwork

Can evidence the ability to support volunteers, facilitators and sessional staff working on the programmes and ensure that proper standards are maintained in accordance with the Policies and Procedures of Glebe House / HCT, in particular the Safeguarding and Health & Safety Policies.

Shows reliability and resilience in difficult circumstances. Remains calm and confident, and responds logically and decisively in difficult situations.

Please evidence how you meet the above requirement giving examples of your work in this area, indicating dates, the level of work and your role. (400 words maximum)



Necessary conditions for this Role	Yes/no
<p>Please confirm that you are entitled to reside and work in the UK.</p> <p>The role involves direct contact with young people and vulnerable adults. Please confirm that if successful you will be required to complete an AccessNI 'Enhanced' check.</p> <p>The role will require some essential travel and on occasion transporting others. Please confirm that you have a driving licence valid in the UK.</p>	

Other Information				
<p>Please tick as Appropriate: Have you ever been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974?</p> <p style="text-align: right;"> <table border="1" data-bbox="1043 1167 1385 1227"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table> </p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<p>Do you have any convictions for driving offences? (Driving and on occasion transporting others is a part of this role and convictions of this nature may result in a person being considered unsuitable for the role.) Reasonable adjustments will be considered in respect of disability to meet the travel requirements of this position.</p> <p style="text-align: right;"> <table border="1" data-bbox="1043 1413 1385 1473"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table> </p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<p>Are you subject to any legal, criminal or statutory investigations or actions, or have any pending?</p> <p style="text-align: right;"> <table border="1" data-bbox="1043 1592 1385 1653"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table> </p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<p>If you have ticked yes to any of the above please provide details below:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>				



INTERVIEW ARRANGEMENTS

Interviews are scheduled to take place in person at a date to be confirmed. At present it is planned that these will take place in May 2024 at Glebe House, 23 Bishops Court Road, Kilclief BT30 7NZ but this may need to be modified and candidates will be notified in good time.

Please detail in the box below any dates on which you would **NOT** be available for interview. We will endeavour to accommodate applicant's requirements. However, candidates should be aware that Harmony Community Trust may not be able to offer an alternative date.

DISABILITY REQUIREMENTS

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for interview or take up an offer of appointment. The selection panel will only be advised of any adjustments they need to know about in order to manage the interview process.



DECLARATION AND SIGNATURE

I understand that a candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, dismissal.

I have read the statutory disqualifications relating to this appointment and I am satisfied that my candidacy is legitimate.

I declare that the information I have given in support of my application as recorded in this application form is true and complete to the best of my knowledge. I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time which would render any such statements untrue, then my tenure of office may be terminated.

I understand that, if appointed, I must raise any probity or conflict of interest issues that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.

I note the information provided in the Privacy Notice below and understand and accept that the information I have provided will be processed by the Harmony Community Trust, in accordance with Data Protection legislation, for the purposes of making this appointment.

Signed: _____ **Date:** _____

General Data Protection Regulation

Why are you processing my personal information?

Your contact details are required for the purposes of a competition to appoint the Young People Programme Worker for Harmony Community Trust.

What categories of personal data are you processing?

Contact details.

Where do you get my personal data from?

From the application form you will have submitted.

Do you share my personal data with anyone else?

The relevant details from your application form is anonymised and shared with an independent assessor who may be part of the shifting panel.

Do you transfer my personal data to other countries?

No.

How long do you keep my personal data?

If you are successful in the competition, your details will be retained for three years after the end of your tenure in post.

If you are unsuccessful, your details will be retained for three years from the close of the competition.

What rights do I have?

You have the right to obtain confirmation that your data is being processed, and access to your personal data.

You are entitled to have personal data rectified if it is inaccurate or incomplete.

You have a right to have personal data erased and to prevent processing, in specific circumstances.

You have the right to 'block' or suppress processing of personal data, in specific circumstances.

You have the right to data portability, in specific circumstances.

You have the right to object to the processing, in specific circumstances.

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):



Information Commissioner's Office
The Information Commissioner's Office – Northern Ireland
3rd Floor, 14 Cromac Place, Belfast BT7 2JB
Tel: 0303 123 1114