

Dear applicant

**Application for the post of Peer Mentor Co-ordinator - permanent contract – 35 hours per week, NJC scale 26-31, starting at £23,398 per annum plus 8% pension contribution**

Thank you for the interest you have shown in the above post. In this pack you will find:

* application form
* equal opportunities monitoring form
* declaration of criminal records form

The job description and person specification can be found within the candidate pack.

If you require the candidate pack or the application form, or any of our other materials, in a different format to support your ability to make an application please contact us.

All applications must reach us by **12 noon** on **Wednesday 3rd May 2017.**

Interviews for shortlisted candidates will be held on **12th and 16th May 2017**.

Regrettably we are unable to contact unsuccessful applicants.

If you would like further information, please contact the office on 0161 274 4499.

Please send your ALL completed forms by email to:

**samuel@ght.org.uk**

or by post to:

APPLICATIONS, GEORGE HOUSE TRUST

77 ARDWICK GREEN NORTH

MANCHESTER M12 6FX

Many thanks for your interest in George House Trust.

Yours sincerely

Steph Mallas

**Joint Chief Executive**

**Application Form**

**Post applied for: Peer Mentor Co-ordinator - permanent contract – 35 hours per week**

Please complete every section of this form and remember to link your information to the Person Specification.

Please use black ink or type your application. You can e-mail the form to us if you wish; however please ensure that we have received it and that we have done so in a readable format. This page, and the equal opportunities monitoring form, will be removed prior to shortlisting of applications.

**About You**

Surname

Other Names

Address

Telephone Number(s)

E mail

**Declaration**

“I agree that George House Trust may use the information provided in this application form for monitoring purposes. I agree that George House Trust may ask my referees for comments on my suitability for the post and request details of my attendance, sickness and salary. I also understand that if I am successful I will need to undertake an enhanced criminal record check with the Disclosure and Barring Service. In submitting this application form, I confirm that the information I have given is correct and complete and that misleading or untruthful statements will result in my dismissal if they become known after my appointment.”

|  |
| --- |
| For electronically submitted forms, you will be asked to sign if invited to interview.  **Signed Date** |

**Why do You Wish to Work for George House Trust?**

Please explain your motivation for applying for the role and why you wish to work for George House Trust

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| You do not need to fill the whole page if you do not need to |

**Work and/or Voluntary Experience**

Please list any previous jobs you have had, beginning with the most recent, and any voluntary work you have done which you feel is relevant to this application.   
Please use additional sheets as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **from/to** | **Job title & employer’s name and address** | **Key responsibilities** | **Salary on leaving** |
|  |  |  |  |

**Skills and Knowledge**

Please provide evidence of your skills and knowledge capabilities against EACH of the points in the person specification. Please structure your example using bullet points, providing specific examples from your professional and / or voluntary experience.

Please use additional sheets as necessary.

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| You do not need to fill the whole page if you do not need to  Please continue on next page if you need to |

**Qualifications**

Please tell us about any qualifications you have.

|  |  |  |
| --- | --- | --- |
| **School/college/other** | **Qualification Level** | **Subject** |
|  |  |  |

If you wish, add any further information that you would like us to consider in support of your application. Use this section to highlight any difficulties you may have experienced in completing this form so that we are able to take this into account during the shortlisting process**.**

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| Please continue on next page if you need to |

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| You do not need to fill the whole page if you do not need to |

**References**

Please give us the names, addresses and telephone numbers of two people, including your current or latest employer who would be willing and able to be contacted to verify the information you have given and to let us know their assessment of your ability to carry out this job.

Please tick if you would like us to contact you first before we contact these references.

|  |  |
| --- | --- |
| **Referee One** | **Referee Two** |
| Name:  Job title:  Address:  Telephone Number(s):  E mail  Can we contact this person prior to interview?  YES/NO | Name:  Job title:  Address:  Telephone Number(s):  E mail  Can we contact this person prior to interview?  YES/NO |

**Declarations of Criminal Record**

The nature of the duties the post holder will be expected to undertake means you are required at application stage to disclose details of criminal convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

Only relevant convictions/information will be taken into account. Please note that a criminal record will not necessarily be a bar to obtaining a position. Any failure to disclose criminal convictions that are not “protected” could result in dismissal or disciplinary action by the organisation.

All information will be stored confidentially and separately from your personnel file and will be destroyed once a recruitment decision has been made. If you wish, you can separate this form from your application and post it marked Private & Confidential to **Kate Deamon, Volunteer Manager, George House Trust, 77 Ardwick Green North, Manchester M12 6FX.**

**Declaration of a Criminal Record Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name |  | | |
| Role you are applying for: Services Adviser | | | |
| ***‘Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’.*** | | Yes  No | |
| If yes, please give details of offences, penalties, disposal and dates. | | Approx. date | Court or Police Force dealing with offence |
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Please continue on a separate sheet if necessary

**Equal Opportunities Monitoring Form**

The information submitted on this form is treated in the strictest confidence and is used for monitoring purposes only. The information will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be used solely to monitor the diversity of George House Trust’s recruitment regarding Equality and Diversity issues. You may choose to return this form with your application form, in which case it will be removed immediately, or you may wish to send it under separate cover. You may also choose not to answer certain questions, however all information you can share with us is very useful to ensure we are achieving equality and diversity within our recruitment procedures.

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| --- | --- |
| Job Reference | Services Adviser |

|  |  |
| --- | --- |
| Gender | Male Female Transgender  Do not wish to disclose |

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| --- |
| Ethnic Group (please tick appropriate box) |
| White  White British  White Irish  White any other White background |
| Mixed  White and black Caribbean  White and black African  White and Asian  Any other mixed background |
| Asian or Asian British  Indian  Pakistani  Bangladeshi  Any other Asian background |
| Black or Black British  African  Caribbean  Any other Black |
| Chinese or other Ethnic Group  Chinese  Any other - please state |
| Do not wish to disclose |

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| --- |
| Sexual Orientation |
| Gay  Lesbian  Bisexual  Heterosexual  Do not wish to disclose |

|  |  |
| --- | --- |
| Age | **years months** |
| Date of Birth | **/ /** |
| Do not wish to disclose |  |
| Do you consider yourself to be disabled under the Disability Discrimination Act?  (The Disability Discrimination Act defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”.) | |
| Yes  No  Do not wish to disclose | |

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| Where did you hear about the vacancy? |
|  |

If you give permission, we will collate this information anonymously and pass it onto our funders. This form will be stored separately from your application form.

“I am happy for this information to be collated and shared with funders.”

Please tick the box if you agree.

Thank you for sharing this information.



**Job Description**

**Job Title:** Peer Mentor Co-ordinator – “Better Together” Project

**Contract:** Full time (35 hours), permanent

**Salary:** NJC scales SCP 26-31, starting at £23,398

**Location:** Manchester

**Accountable to:** Volunteer and Development Manager

**Background to the Post**

“Better Together” is a 5 year project which aims to increase peer mentoring support for people living with HIV across Greater Manchester. The Peer Mentor Co-ordinator will work closely with staff at sexual health and HIV clinics to ensure that everyone diagnosed with HIV has the opportunity to access peer mentoring support.

They will be responsible for promoting the service, recruiting, training and developing volunteer peer mentors and facilitating matches between mentors and mentees. The project will also bring together local organisations to share best practice in peer mentoring.

“Better Together” will work in partnership with [Positively UK’s Project 100](http://positivelyuk.org/project-100/) and will work within the new National Standards for HIV Peer Support.

“Better Together” is funded by the National Lottery through the Big Lottery Fund.

**Main Purpose of Post**

1. To lead on all aspects of delivery of the “Better Together” Project
2. To recruit, train and develop peer mentor volunteers and facilitate mentor-mentee matches
3. To monitor and evaluate project delivery and produce reports
4. To work in partnership with Project 100 and coordinate peer mentoring network events to share best practice with local organisations

**Main Tasks**

1. **To lead on all aspects of delivery of the “Better Together Project”**

* Promote the project both internally and externally and build relevant and appropriate relationships to ensure the project’s success
* Develop networks and referral pathways internally and externally to secure referrals of mentees into the project in line with project targets
* Work together with George House Trust staff and staff at sexual health and HIV clinics to develop a workable model for peer mentoring within clinic settings
* Ensure performance against project targets
* Co-ordinate and facilitate quarterly Project Advisory Group meetings
* Work to the National Standards of HIV Peer Support

1. **To recruit, train and develop peer mentor volunteers and facilitate mentor-mentee matches**

* Promote peer mentoring volunteer opportunities effectively and undertake volunteer recruitment in line with project targets
* Work together with Project 100 staff to deliver peer mentor training
* Support peer mentors to work towards Level 2 and 3 mentoring qualifications with Project 100 and participate in update training
* Co-ordinate team meetings, update training and provide supervision for peer mentors
* Facilitate peer mentor matches and regularly review progress with mentors and mentees
* Utilise new technology to ensure that the project is accessible to the widest range of people
* Risk assess peer mentoring activities and follow best practice guidelines to ensure mentor and mentee safety
* Encourage mentees to consider becoming peer mentors
* Involve and support peer mentors in wider project activities including administration, promotion, recruitment and training delivery

1. **To monitor and evaluate project delivery and produce reports**

* Use George House Trust’s Civi CRM Database to record all project activity and ensure that the Project Monitoring Workbook is updated regularly
* Use outcomes monitoring tools to capture outcomes for mentors and mentees using feedback to support continuous improvement
* Share outcomes monitoring data with Project 100 as outlined in the partnership agreement
* Facilitate focus groups to capture additional feedback from mentors and mentees, as required
* Work with the Fundraising Manager to ensure timely and accurate reporting to the Big Lottery Fund
* Work with the appointed external evaluator for “Better Together”

1. **To work in partnership with Project 100 and coordinate peer mentoring network events to share best practice**

* Build relationships with Project 100 staff and share learning between Better Together and Project 100
* Build relationships with other peer mentoring/peer support projects in Greater Manchester and facilitate an annual networking event

1. **General**

* To participate in team meetings and act in accordance with agreed office practices and to share administrative support and administration of all agreed office systems.
* To carry out all tasks in line with George House Trust policies and to uphold these at all times.
* To respect and maintain confidentiality at all times.
* To carry out other work, appropriate to the level and nature of the post, as agreed by the organisation, in response to changing needs and circumstances.

**Please note that the nature of this work will require evening and weekend work.  
  
Terms and Conditions**

George House Trust terms and conditions apply.



**Person Specification**

**Job Title: Peer Mentor Coordinator – “Better Together” Project**

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| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **Experience/Skills** |  |  |  |
| Significant experience of recruiting and managing volunteers | **√** |  | Application, Interview,  Presentation |
| Experience of working to deadlines and meeting targets | **√** |  | Application,  Interview |
| Experience of planning and delivering training | **√** |  | Application,  Interview |
| Experience of working with people with complex needs | **√** |  | Application,  Interview |
| Experience of working in partnership with other agencies | **√** |  | Application,  Interview |
| Strong communication and interpersonal skills | **√** |  | Application, Interview,  Presentation |
| Excellent IT skills | **√** |  | Application,  Interview,  Presentation |
| Ability to assess, plan and prioritise work in a busy office environment | **√** |  | Application,  Interview |
| Ability to work on own initiative | **√** |  | Application,  Interview |
| Project management experience |  | **√** | Application,  Interview,  Presentation |
| Experience of working with and supporting mentors |  | **√** | Application,  Interview |
| Experience of working in the voluntary sector |  | **√** | Application |
| **Knowledge/Qualifications** |  |  |  |
| An understanding of monitoring and evaluation | **√** |  | Application,  Interview |
| A detailed knowledge of HIV and issues related to it | **√** |  | Application,  Interview,  Presentation |
| A volunteer management qualification |  | **√** | Application |
| A training qualification such as PTTLS or Train the Trainer |  | **√** | Application |
| An understanding of HIV and people’s experience of living with HIV |  | **√** | Application,  Interview,  Presentation |

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| **Personal Attributes** |  |  |  |
| A commitment to working within George House Trust’s service delivery ethos of respect, empowerment and inclusion | **√** |  | Application, Interview |
| A commitment to embracing diversity and challenging HIV stigma and discrimination | **√** |  | Application,  Interview |
| A commitment to identifying problems and finding solutions by reflecting on professional practice with the aim of continuous development | **√** |  | Application, Interview |
| Willingness and ability to carry out all tasks in line with George House Trust policies and to uphold these at all times | **√** |  | Application |