

Dear applicant

**Application for the post of African Men’s Development Worker**

**12 months fixed term contract – 21 hours per week**

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

* application form
* job description
* person specification
* equal opportunities monitoring form
* declaration of criminal records form
* additional information
* George House Trust’s Values, Vision & Mission Statement

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

Applications must reach us by **9am** on **Monday June 5th 2017.** Applications received after this time will not be considered.

We will aim to inform all shortlisted candidates by **Friday June 9th.**

Interviews will take place on **Tuesday June 20th**

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 post to:

APPLICATIONS, GEORGE HOUSE TRUST

77 ARDWICK GREEN NORTH

MANCHESTER M12 6FX

Or by e-mail to **samuel@ght.org.uk**

Many thanks for your interest in George House Trust.

Yours sincerely

Steph Mallas

**Joint Chief Executive**

**Application Form**

**Post applied for: African Men’s Development Worker**

**12 moths fixed term contract – 21 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.”

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| --- |
| 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 toPlease 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 mailCan we contact this person prior to interview? YES/NO | Name:Job title:Address:Telephone Number(s):E mailCan 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 **Laura Hamilton, Volunteer & Development 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[ ]  |

|  |
| --- |
| Ethnic Group (please tick appropriate box) |
| WhiteWhite British [ ]  White Irish [ ]  White any other White background [ ]  |
| MixedWhite and black Caribbean [ ]  White and black African [ ]  White and Asian [ ] Any other mixed background [ ]  |
| Asian or Asian BritishIndian [ ]  Pakistani [ ]  Bangladeshi [ ]  Any other Asian background [ ]  |
| Black or Black BritishAfrican [ ]  Caribbean [ ]  Any other Black [ ]  |
| Chinese or other Ethnic GroupChinese [ ]  Any other - please state |
| Do not wish to disclose [ ]  |

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

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| --- | --- |
| 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**: African Men’s Development Worker

**Fixed term contract:** 21 hours per week for 12 months

**Salary:** £16,491 - £18,746 full time equivalent
 (£9.895 - £11,248 pro rata per annum for this post)
**Location**: Manchester
**Accountable to**: Service and Development Manager

**Main Purpose of Post**

* To identify African men on the George House Trust database who have been out of contact with the organisation for a significant period of time and arrange one to one meetings with them
* To give up to date information about George House Trust services in one to one meetings – especially those relevant to African men, to give information about the planned monthly African Men’s Peer Support Group (Calabash) and to encourage attendance
* To arrange a Health and Wellbeing Assessment for the service user with a Services Adviser following the one to one meeting
* To amend and update details on the George House Trust database where appropriate
* To schedule, and book rooms for, monthly Calabash meetings for African men for the duration of the project
* To put forward ideas for topics for each of the Calabash meetings
* To identify appropriate speakers – where necessary – for Calabash meetings and to make contact with them
* With the support of volunteers, to lead the monthly Calabash meetings and lead discussions on the agreed topic for the meeting
* To use local knowledge to contact and / or visit other agencies working with African men to publicise George House Trust services, especially the Calabash and to encourage referrals of African men not already known to George House Trust

**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.

April 2017



**Person Specification**

**Job Title: African Men’s Development Worker**

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| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **KNOWLEDGE/ QUALIFICATIONS** |  |  |  |
| An understanding of the issues faced by HIV positive African men in the UK | **√** |  | Application Form Interview |
| Detailed knowledge of HIV and issues related to it | **√** |  | Application Form Interview |
| Knowledge of local services relevant to or used by African men  | **√** |  | Application FormInterview |
| Knowledge of, and experience using, computer based systems |  |  **√** | Application Form |
| **SKILLS & ABILITIES** |  |  |  |
| The ability to engage meaningfully with HIV positive African men | **√** |  | Application Form  |
| The ability to maintain client confidentiality at all times | **√** |  | Application Form Interview |
| Excellent communication skills written and oral | **√** |  | Application Form Interview |
| The ability to assess, plan and prioritise work in a busy office environment | **√** |  | Application Form Interview |
| The willingness to be managed and to develop skills and knowledge  | **√** |  | Application FormInterview |
| The ability to speak an African language  |  |  **√** | Application FormInterview |

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| **EXPERIENCE** |  |  |  |
| Experience of engaging with hard to reach or marginalised communities  |  | **√** | Application Form |

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| **PERSONAL ATTRIBUTES** |  |  |  |
| A commitment to working within George House Trust’s service delivery ethos of respect, empowerment and inclusion | **√** |  | Application Form Interview |
| A commitment to embracing diversity and challenging HIV stigma and discrimination | **√** |  | Application Form Interview |
| A commitment to identifying problems and finding solutions by reflecting on professional practice with the aim of continuous development | **√** |  | Application Form Interview |
| Flexibility to respond to changing circumstances | **√** |  | Application Form  |
| Commitment to and understanding of working for a voluntary organisation | **√** |  | Application Form Interview |
| Willingness and ability to carry out all tasks in line with George House Trust policies and to uphold these at all times | **√** |  | Application Form |



**Additional Information**

George House Trust is a Manchester based HIV charity supporting adults and children living with and / or affected by HIV in Greater Manchester and the wider North West of England.

At present we are in contact with over 2000 people each year.

We were founded in 1985 as “Manchester AIDSLine” and are the UK’s second oldest HIV charity (after the Terrence Higgins Trust).

We have a long history of campaigning and lobbying to secure the best possible quality of life for all people with HIV and to challenge discrimination against people with HIV.

The support we offer includes: one to one advice, information and support, treatment advice, volunteer community support, financial support, special courses and events, and peer support.

Our income comes from a variety of sources: local Government, central Government, charitable trusts, lottery distribution bodies, fundraising, donations and earned trading income. We have a robust income strategy in place, which is reviewed and monitored regularly.

*Employment at George House Trust*:

We currently employ 16 people.

We also have around 150 trained and managed volunteers, and hold the Investing in Volunteers Quality Mark.

New employees are subject to an eight-month probationary period.

Full time staff work a 35 hour week, normally Monday to Friday, though some evening and weekend work is necessary. This post is a 21 hour per week post.

Our current opening hours are 9.00am to 8.00pm on Mondays and 9am to 5pm Tuesday to Friday. We are also open one Saturday a month.

All full time staff members are entitled to five weeks paid holiday plus Bank and Public holidays, part time staff members are entitled to pro-rata leave including pro-rata Bank and Public holidays.

Because of the nature of the duties the post holder will be expected to undertake, you are required at the short-listing stage to disclose details of any unspent criminal convictions. Only relevant convictions/information will be taken into account. Any failure to disclose relevant information could result in dismissal or disciplinary action by the organisation.

Our offices are in Ardwick, just south of Manchester City Centre. We are a short walk from Piccadilly Station and we are on a major bus route. There is free parking on the road in front of our building.



**George House Trust’s Mission Statement**

* We will provide good quality services to people living with HIV, which enable them to feel empowered and able to live happily and healthily with HIV.
* We will raise awareness of HIV, promote safer sex and encourage all sexually active people in the North West to know their HIV status.
* We will ensure that HIV is prioritised by public bodies across the North West, given that it has the biggest population of people living with HIV outside of London.
* We will challenge HIV stigma and discrimination and promote a better understanding of HIV.

**George House Trust’s values and vision**

**Values**

George House Trust believes in dignity, respect, empowerment, integrity, recognising difference and being passionate about our work.

*Dignity*

We believe that to treat someone with dignity is to treat them as being of worth in a way that is respectful of them as valued individuals.

We also believes that where dignity is present people feel in control, valued, confident, comfortable and able to make decisions for themselves.

*Respect*

We believe that this is best demonstrated by a willingness to show consideration and appreciation for the feelings, wishes or rights of others

*Empowerment*

We believe in empowerment as a goal for all service users in order to have the freedom to act, think, respond, initiate and make decisions.

*Integrity*

We treat people with integrity through being honest and having strong
principles.

*Recognising difference*

We recognise that each individual is unique. We explore these differences in a safe, positive and nurturing environment and make an effort to understand each other beyond simple tolerance, to embrace and celebrate the diversity of difference between each individual.

*Being passionate about our work*

Our passionate approach means we put energy, enthusiasm and excitement into our charity and its services. Our ambition is materialised into action to put as much heart, mind, body and soul into our work.

**Vision**

George House Trust’s vision is for all people living with HIV in the North West to live happy and healthy lives, and be free from stigma and discrimination. Our vision is for all people to know their HIV status and to be HIV aware.