

Dear applicant

**Application for the post of Children, Young People and Families Worker**

**21 hours per week**

Thank your interest 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.

All applications must reach us by **9am** on **Friday June 23rd** **2017.**

Interviews will take place on **Monday** **July 10th and Tuesday July 11th.** If you are shortlisted for interview you will only need to attend on one of these days.

We will aim to inform all shortlisted candidates of their interview date and time by **Thursday June 29th.**

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: Children, Young People and Families Worker**

**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 and 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.

|  |  |
| --- | --- |
| 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 [ ]  |

|  |  |
| --- | --- |
| 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.



**Part of the ‘Passionate about Sexual Health’ Partnership**

**Job Description**

**Job Title:** Children, Young People and Families Worker

**Hours:** 21 hours per week

**Contract Type:** Permanent

**Salary:** £23,166 - £27,394 (JMC Scale 26 – 31)

£13,900 - £16,436 - 21 hours pro rata

**Location:** Ardwick Green North, Manchester

**Accountable to:** Services Director

**Terms and Conditions:** George House Trust terms and conditions apply

**Main Purpose of Post**

* To deliver high quality services to children and young people living with HIV
* To assess, identify, advocate for and plan support for HIV positive children and young people according to identified needs
* To provide advice, support and information to families with HIV positive children or young people
* To co-ordinate and facilitate regular peer support groups for HIV positive children and young people
* To work alongside paediatric HIV teams across Greater Manchester

**Services for HIV positive Children and Young People**

* To assess the needs of children and young people living with HIV on an individual basis
* To provide one to one support, advice and information to children and young people living with HIV to ensure the best possible life outcomes
* To advocate for individual children and young people, as appropriate
* To organise and facilitate regular peer support groups for children and young people living with HIV
* To work alongside paediatric HIV teams across Greater Manchester
* Attend regular multi-disciplinary team meetings with paediatric HIV teams
* To work with other agencies – statutory and voluntary - to ensure the best possible outcomes for children and young people living with HIV
* To keep up to date with information about, and developments around, HIV in relation to children and young people and to be aware of appropriate information sources
* To maintain accurate systems of record keeping of service activity and interventions in line with information governance policies

**Services for families with HIV positive children and young people**

* To assess the needs of families with HIV positive children or young people
* To provide appropriate advice, support and information to families with HIV positive children or young people

**General**

* To participate in PaSH Partnership team meetings and George House Trust team meetings
* To act in accordance with agreed George House Trust office practices and systems.
* To carry out all tasks in line with relevant organisational policies and to uphold these at all times.
* To work to George House Trust values, respecting and maintaining appropriate confidentiality at all times
* To carry out other work, appropriate to the level and nature of the post, as directed by your line manager in response to changing needs and circumstances.

**NOTE:** The nature of this work will require evening and weekend work.

**Terms and Conditions**

George House Trust terms and conditions apply.

This post requires a Disclosure and Barring Service check at ‘enhanced’ level.

**Salary**

NJC scales SCP 26-31

£23,166 - £27,394

(£13,900 - £16,436 - 21 hours pro rata)

**Hours**

21 hours per week

**Notice period:** This post requires a notice period of 4 weeks



**Part of the ‘Passionate about Sexual Health’ Partnership**

**Person Specification**

**Job Title: Children, Young People and Families Worker**

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| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **KNOWLEDGE/ QUALIFICATIONS** |  |  |  |
| NVQ Level 3 qualification - or equivalent - relating to Children and Young People  | **√** |  | Application Form  |
| Knowledge of HIV and issues related to it | **√** |  | Application Form Interview |
| Basic knowledge of legislation relating to children and young people e.g. Children Act 1989 | **√** |  | Application Form |
| An understanding of the challenges faced by children and young people with a diagnosis of HIV | **√** |  | Application Form Interview |
| Social Work degree or other recognised Social Work or Youth Work qualification  |  | **√** | Application Form |
| **EXPERIENCE** |  |  |  |
| Experience of direct work with children and young people | **√** |  | Application Form |
| Experience of multidisciplinary working | **√** |  | Application Form  |
| Experience of facilitating or co-ordinating peer support or group activities for children and / or young people | **√** |  | Application Form |
| Experience of working with computer database systems and ability to use computer word processing  | **√** |  | Application Form  |
| Experience of working with children, young people and families in challenging and / or complex circumstances |  | **√** | Application Form  |
| Experience of working in the voluntary sector |  | **√** | Application Form |
| **SKILLS & ABILITIES** |  |  |  |
| The ability to communicate effectively and appropriately with children and young people | **√** |  | Application Form Interview  |
| The ability to work effectively with the parents of children and young people living with HIV | **√** |  | Application FormInterview |
| The ability to work, and engage, with families where HIV is present in order to build a trusting and productive working relationship  | **√** |  | Application Form Interview |
| Excellent advocacy skills | **√** |  | Application Form Interview |
| The ability to maintain client confidentiality at all times | **√** |  | Application Form Interview |
| The ability to assess, plan and prioritise work in a busy office environment | **√** |  | Application Form Interview |
| Excellent communication skills written and oral | **√** |  | Application Form Interview |
| The ability to work on own initiative and to take responsibility for own decisions | **√** |  | Application Form Interview |

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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 the HIV voluntary organisation for the North West of England. We exist to support adults who are living with or affected by HIV.

At present we are supporting over 2000 people per year, making us the largest HIV support charity outside London.

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 record 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 group spaces.

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 bi- monthly.

George House Trust is part of the PaSH (Passionate about Sexual Health) Partnership along with BHA for Equality and LGBT Foundation, delivering Greater Manchester’s Sexual Health Improvement Programme.

*Employment at George House Trust*:

We currently employ 15 people.

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

New employees are subject to a six-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 Thursdays and 9am to 5pm on Tuesdays, Wednesdays and Fridays.

All full time staff members are entitled to five weeks paid holiday plus 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.



**The values and vision of George House Trust**

**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.



**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.