

Dear applicant

**Application for the post of Services Adviser**

**35 hours per week – permanent contract**

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 19th 2017.** Applications received after this time will not be considered.

We will aim to inform all shortlisted candidates by **Friday June 23rd**

Interviews will take place on **Monday July 3rd** and **Tuesday July 4th**. If you are shortlisted for interview you will be required to attend on only one of these dates.

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: Services Adviser**

**35 hours per week – permanent contract**

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.

|  |
| --- |
| 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.

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

|  |
| --- |
| 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:** Services Adviser

**Hours:** 35 hours a week

**Contract Type:** Permanent

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

**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 adults living with HIV
* To provide one to one support and advice to people living with HIV based on the needs identified through health and well-being assessments
* To provide up to date information to services users about HIV and HIV related issues
* To signpost service users to other relevant ‘PaSH’ Partnership services or other relevant services as appropriate
* To support and manage volunteers as appropriate to support the Services Adviser role
* To contribute to the delivery of innovative and effective services for people living with HIV

**Services for HIV positive adults**

* To assess the needs of service users on an individual basis
* To provide one to one support and advice to people living with HIV
* To provide up to date information to service users about HIV and HIV related issues, and signpost to other relevant services where appropriate
* To advocate on behalf of people with HIV and people affected by HIV to ensure the best possible quality of life.
* To contribute to the development of support services for people newly diagnosed and/or with complex needs
* To work with other agencies – statutory and voluntary, to promote service delivery and contribute to identifying gaps in service provision.
* To maintain accurate record keeping of service activity and interventions for monitoring purposes.
* To be part of the on line HIV support team offering HIV advice and information
* To keep up to date with information about, and developments around, HIV and to be aware of appropriate information sources
* To be part of the HIV support duty rota team
* To oversee specific areas of service delivery as directed by the Services Director
* To contribute to the planning and review of relevant events for people living with HIV
* To work with, and support volunteers as appropriate.

**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 organisation 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 the line manager in response to changing needs and circumstances.

*The successful candidate will be subject to a DBS check at ‘enhanced’ level*

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

**Terms and Conditions**

George House Trust terms and conditions apply.

**Salary**

NJC scales SCP 26-31

£23,166 - £27,394

**Hours**

35 hours per week

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



**Person Specification**

**Job Title: Services Adviser**

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| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **KNOWLEDGE/ QUALIFICATIONS** |  |  |  |
| An understanding of HIV and an awareness of current issues related to it | **√** |  | Application Form, Interview |
| An understanding of the issues affecting all people living with HIV. | **√** |  | Application Form, Interview |
| Knowledge and understanding of HIV health related issues – e.g. treatments or adherence. |  | **√** | Application Form |
| **EXPERIENCE** |  |  |  |
| Experience of working with, and advocating on behalf of people with a range of complex needs | **√** |  | Application Form, Interview |
| Experience of working with computer database systems and ability to use computer word processing |  | **√** | Application Form  |
| Experience of assessing, planning and prioritising service user needs in a busy office environment |  | **√** | Application Form |
| Experience of facilitating or co-ordinating group activities or services |  | **√** | Application Form |
| Experience of managing volunteers |  | **√** | Application Form |
| Experience of working in the voluntary sector |  | **√** | Application Form |
| **SKILLS & ABILITIES** |  |  |  |
| The ability to work with people in crisis or under pressure | **√** |  | Application Form, Interview  |
| The ability to maintain client confidentiality at all times | **√** |  | Application Form, Interview |
| Excellent communication skills written and verbal | **√** |  | Application Form, Interview |
| The ability to differentiate between high and low priority needs and to respond appropriately to all | **√** |  | Application Form, Interview |
| The ability to manage a complex workload and work in an extremely busy office environment | **√** |  | Application Form, Interview |
| The ability to work on own initiative and to take responsibility for own decisions | **√** |  | Application Form, Interview |
| The ability to work with volunteers | **√** |  | Application Form |
| **PERSONAL ATTRIBUTES** |  |  |  |
| Flexibility to respond to changing circumstances | **√** |  | Application Form  |
| Commitment to and understanding of working for a voluntary organisation | **√** |  | Application Form, Interview |
| 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 stigma and discrimination | **√** |  | 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.

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 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.