

Dear applicant

**Age+ Project Coordinator**

**35 hours per week**

**Fixed term contract to end June 2021 (with successful candidate commencing on April 1st 2020)**

Thank your interest in the above post. In this pack you will find:

* application form
* declaration of criminal record form
* equal opportunities monitoring form
* job description
* person specification
* 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 **Monday February 3rd 2020.** Applications received after this deadline will not be considered.

Interviews will take place on **Monday February 17th** and **Tuesday February 18th** 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 **Friday February 7th**

Regrettably we are unable to contact unsuccessful applicants.

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

Please send your ALL completed forms by email to:

**phillip@ght.org.uk**

or by post to:

**APPLICATIONS, GEORGE HOUSE TRUST**

**75 - 77 ARDWICK GREEN NORTH**

**MANCHESTER M12 6FX**

Many thanks for your interest in George House Trust.

Yours sincerely

Colin Armstead

**Joint Interim Executive Director**

**Application Form**

**Post applied for: Age+ Project Coordinator**

Please complete every section of this form and 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**  |

**Introduction to Application**

Explain why you are applying for this post, what you have to offer and why you want to work for George House Trust.

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|  |

**Work and/or Voluntary Experience**

List any previous jobs you have had, **beginning with the most recent**, and any voluntary work you have done which is relevant to this application.
Use additional sheets as necessary.

|  |  |  |
| --- | --- | --- |
| **Dates****from/to** | **Job title and employer** | **Key responsibilities** |
|  |  |  |

**Skills, Knowledge and Experience**

Provide evidence of your skills, knowledge, experience and capabilities against EACH of the points in the person specification. Structure your example using bullet points, providing specific examples from your professional and/or voluntary experience. Use additional sheets as necessary.

|  |
| --- |
|  |

**Qualifications**

Tell us about any qualifications you have.

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

**Other Information**

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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**References**

Provide 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 **Neal Sharpe, Joint Interim Executive Director, George House Trust, 75 -77 Ardwick Green North, Manchester M12 6FX.**

**Declaration of a Criminal Record Form**

|  |  |
| --- | --- |
| Your Name |  |
| Role you are applying for: **Age+ Project Coordinator** |
| ***‘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**

|  |  |
| --- | --- |
| **Job Reference**  | **Age+ Project Coordinator** |

George House Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the workforce in encouraging equality and diversity.

We need your help to do this, but completing this form is entirely voluntary.

You can answer as many or as few questions as you wish.

**The information is separated from your application when it is received and is not seen by the shortlisting panel.**

All answers are treated in strict confidence and are destroyed after a maximum of 6 months.

The information in this form is for monitoring purposes only. If you need any reasonable adjustments so that you have fair access to the recruitment process please inform the person collating the application forms.

1. **Do you consider yourself to have a disability or health condition?**
* Yes
* No
* Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write here:

1. **What is your age?**
* 18-24
* 25-29
* 30-34
* 35-39
* 40-44
* 45-49
* 50-54
* 55-59
* 60-64
* 65+
* Prefer not to say
1. **Are you:**
* Female
* Male
* Non-binary
* Prefer not to say

If you prefer to use your own term please state:

1. **Is your gender identity the same as the gender you were assigned at birth?**
* Yes
* No
* Prefer not to say
1. **Which of the following best describes your sexuality?**
* Bisexual
* Gay
* Heterosexual/Straight
* Lesbian
* Prefer not to say

If you prefer to use your own term please state:

1. **What is your relationship status?**
* Civil Partnership
* In a relationship, co-habiting
* In a relationship, not co-habiting
* Married
* Single
* Prefer not to say
1. **Do you have any caring responsibilities? If yes, please tick all that apply**
* None □
* Primary carer of children / child under 18
* Primary carer of disabled child / children
* Primary carer of disabled adult (over 18)
* Primary carer of older person
* Secondary carer (another person carries out the primary care role)
* Prefer not to say
1. **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

* Asian or Asian British Bangladeshi
* Asian or Asian British Indian
* Asian or Asian British Pakistani
* Any other Asian or Asian British background
* Black or Black British African
* Black or Black British Caribbean
* Any other Black or Black British background
* Chinese
* Mixed White & Asian
* Mixed White & Black African
* Mixed White & Black Caribbean
* Other Mixed Background
* Other White Background
* White British
* White Irish
* Other ethnic group (please state):
1. **What is your religion or belief, even if you are not practicing?**
* Buddhist
* Christian (inc. all denominations)
* Hindu
* Humanist
* Jewish
* Muslim
* No religion (inc. Atheist and Agnostic)
* Sikh
* Prefer not to say
* Other (please state):



**Job Description**

**Job Title:** Project Coordinator Age+ Project

**Hours:** 35 hours per week

**Contract Type:** Fixed term contract to end June 2021

**Salary:** £24,313

**Location:** Manchester

**Accountable to:** Joint Interim Executive Director

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

**Background to the role**

The development of HIV treatment - highly effective anti-retroviral therapy – has greatly increased the life expectancy for people living with HIV.

This improved treatment, combined with increasing numbers of new diagnoses of HIV amongst older people, has resulted in an ever-growing number of people ageing with HIV.

At George House Trust currently, approximately 20% of service users are aged over 55 and this number will increase over the coming years.

In response to this, the Age+ Project has been developed to work solely with, and support, people over 55 who are living with HIV.

**Aims of the Age+ Project**

The aims of the Age+ (Age Positive) Project are to empower people living with HIV and over 55 to:

* Live confidently with HIV into older age
* Learn and adopt new skills and / or develop new interests
* Contribute to the development and delivery of HIV awareness training to social care providers
* Engage with volunteering opportunities at George House Trust, including the ‘Positively Speaking’ project, as well as wider awareness-raising opportunities
* Engage with volunteering within the wider community

**Main responsibilities of the Age+ Project Coordinator**

The Project Coordinator will be responsible for coordinating and leading on all aspects of the Age+ Project at George House Trust.

Specifically, the postholder will:

1. Plan, and source speakers for, a range of relevant skills-based training courses, educational events and information sessions
2. Plan regular informal social networking events
3. Work with the Volunteer Coordinator to create and develop new volunteering roles and opportunities for service users
4. Work with the Volunteer Coordinator to coordinate volunteer support for service users who are isolated or less mobile
5. Identify volunteering opportunities for service users
6. Co-develop and co-deliver HIV information and awareness courses, alongside service users, for residential care homes and / or social care providers
7. Provide one to one support to service users and / or their partners where necessary and relevant
8. Ensure performance against agreed project targets and record all activity and statistical data in a timely and accurate manner
9. Produce reports and documents about the service as required and feed into monitoring and evaluation reports

**General**

The postholder will:

1. Work as part of the wider team at George House Trust, participate in full staff team meetings and act in accordance with agreed office practices and systems.
2. Carry out all tasks in line with George House Trust policies and uphold these at all times.
3. Respect and maintain confidentiality at all times.
4. 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 occasional evening and weekend work, for which time off is arranged under the terms and conditions of employment.

**Terms and Conditions**

George House Trust terms and conditions apply.

**Salary**

£24,313 (NJC SCP 18) **plus** 8% employer pension contribution

**Hours**

35 hours per week.

**Contract**

Fixed term contract to end June 2021

**Notice period**

The post requires a notice period of 4 weeks.



**Person Specification**

**Job Title: Age+ Project Coordinator**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **Experience** |  |  |  |
| * Experience of Project Management
 |  **√** |  | Application |
| * Experience of working with people with long term health conditions
 |  |   **√** | Application |
| * Experience of working with older people
 |  |  **√** | Application |
| * Experience of group facilitation
 | **√** |  | Application |
| * Experience of delivering training courses or training sessions
 | **√** |  | Application |
| * Experience of working with volunteers
 |  | **√** | Application |
| **Skills and Abilities** |  |  |  |
| * Excellent written and verbal communication skills
 | **√** |  | Application,Interview |
| * Excellent interpersonal skills
 | **√** |  | Interview |
| * The ability to plan and prioritise work
 | **√** |  | Application, Interview |
| * The ability to work on own initiative and take responsibility for decisions made
 | **√** |  | Application, Interview |
| * The ability to maintain service user confidentiality at all times
 | **√** |  | Application |
| * Good computer and word processing skills
 | **√** |  | Application |
| **Knowledge** |  |  |  |
| * A clear knowledge and understanding of HIV and the issues faced by people ageing with HIV
 | **√** |  | Application, Interview |
| * An understanding of HIV stigma and its impact on general health and wellbeing
 | **√** |  | Application, Interview |
| * An understanding of safeguarding and the ability to respond appropriately in safeguarding situations
 | **√** |  | Application, Interview |
| * An understanding of equal opportunities both in the workplace and in the delivery of services
 | **√** |  | Application,Interview |
| **Personal attributes** |  |  |  |
| * Flexibility to respond to changing circumstances
 | **√** |  | Application, Interview |
| * An empathic and patient approach towards service users
 | **√** |  | Application, Interview |
| * A commitment to embracing diversity and challenging stigma and discrimination
 | **√** |  | Application  |
| * A commitment to working within a service delivery ethos of respect, empowerment and inclusion
 | **√** |  | Application |



**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 believe 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.