

JUST LINCOLNSHIRE

APPLICATION PACK

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1. ABOUT JUST LINCOLNSHIRE

JUST Lincolnshire is a registered Charity and the only 'single equality' organisation in the county. Our aim is to make a real difference to the lives of people from all backgrounds, by championing equality, tackling discrimination and celebrating the richly diverse make up of the communities which form our county's identity.

Our Vision

Our vision is creating a place where everybody is valued. Where people and their rights are respected and everyone's responsibilities are taken seriously.

Our Mission

Our mission is:-

- The elimination of discrimination because of age, sex, disability, race, pregnancy and maternity, religion and belief and civil partnership, gender reassignment and sexual orientation.
- Advancing equality of opportunity in the county of Lincolnshire.
- Raising awareness and understanding of equality and human rights to influence change.
- Promoting and supporting activities to foster understanding and acceptance between people from diverse backgrounds.
- Sharing information and research on equality and diversity issues.
- Developing a sense of fairness and respect for all.

2. APPLICATION PROCESS

When applying for a post with JUST Lincolnshire you are required to complete the application form shown in section 7 below. CV's are not acceptable and should not be submitted as either full or part application.

Your application form plays a key part in deciding whether or not you are invited to an interview. The shortlisting panel will decide who to invite to an interview based on the information provided in your application form measured against the job description and person specification.

Job Description & Person Specification

The job description outlines the main purpose of the job and key tasks. The person specification describes the experience, qualification, knowledge and skills a candidate needs to be able to successfully perform the job, and is an extension of the job description. The job description and person specification are shown in detail in sections 4 and 5 below.

Equality of Opportunity

JUST Lincolnshire welcomes all applications irrespective of age, belief, disability, ethnic origin, gender, gender identity, race, religion or sexual orientation.

Disabled Candidates

JUST Lincolnshire welcomes applications from disabled people. Any disabled applicant that meets the essential requirements for the job will be short-listed. In your application, you will have the opportunity to advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.

Canvassing

Canvassing of any Trustee or Officer involved in the selection process will disqualify you from being appointed.

Submitting your Application

Your completed application form should be emailed to: sue@justlincolnshire.co.uk or posted to JUST Lincolnshire, Room 25, 2 Carlton Boulevard, Outer Circle Road, Lincoln LN2 4WJ by midday Monday 6th March 2017.

If you would like further information after viewing the application pack or require information in a different format, please telephone Sue Ellis on 01522 520174 or email sue@justlincolnshire.co.uk

3. SELECTION PROCESS

Assessment

The interview process may require you to give a short presentation. Full details for this will be confirmed if invited for interview.

References

You will need to provide the names of two referees. If you are (or have been recently employed) one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study. References from a partner or relative are not acceptable. If you have not been previously employed, a suitable character reference must be used.

References will be taken up prior to interview if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance, to inform them that a reference will be requested if you are invited to interview.

Right to Work in the UK

You will be asked to provide evidence of your right to work in the UK at the interview. Under the Immigration, Asylum and Nationality Act 2006, we are required to check your eligibility to work in the UK before you start work. If you are invited to an interview, you will receive a letter detailing the list of documents you will need to produce.

Disclosure and Barring Service (DBS)

Posts requiring work with children and vulnerable adults will require a DBS check. All applicants will have an opportunity to disclose convictions on the application form and if a provisional offer of employment is made with JUST Lincolnshire it will be subject to a DBS check. A final offer will not be made until the DBS is complete and is satisfactory.

Under the Rehabilitation of Offenders Act 1974 you are required to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act; including a post which requires a DBS check, you must give full details of everything on your criminal record. If this is the case, it will be clearly stated in the job advert. Any information disclosed will be treated in the strictest confidence.

Expenses

Reasonable travelling expenses are payable on the basis of standard class bus or rail travel to Lincoln or car mileage at the rate of 45p per mile, at the discretion of the General Manager.

Any shortlisted candidate who withdraws their application without good reason will not be reimbursed travel expenses other than at the discretion of JUST Lincolnshire.

4. JOB DESCRIPTION

POST TITLE:	Community Outreach Worker
SALARY:	£21,962 per annum pro rata
HOURS OF WORK:	15 hours per week
CONTRACT TYPE:	The appointment is fixed term up to March 2019 (subject to available external funding, which is reviewed annually).

MAIN PURPOSE OF JOB

To work with local community groups in Lincolnshire, supporting them in the development of local initiatives and responses to the under-reporting of Hate Crime. A key element of this work will be the supporting of Community Forums and the training of local ambassadors. The Community Outreach Worker will also work with formal and informal learning centres throughout the county to establish a network of young ambassadors who will promote and deliver bespoke training programmes. These will allow discrimination to be recognised and challenged within their learning environment.

The outcomes to achieve are:

Minority and community groups across the county will gain new skills and become more confident in reporting Hate Crime and Hate Incidents;

People from diverse backgrounds will get on better;

Community groups and JUST Lincolnshire Community Ambassadors will gain confidence and develop new skills that will increase their ability to recognise and challenge discrimination;

Young people will develop competencies to better engage in a diverse society and have confidence to tackle discrimination.

KEY TASKS

1. Support Community Outreach Co-ordinator in their role.
2. Deliver community workshops to assess how Hate Crime and negative discrimination impacts upon individuals and how it is recognised, reported and reviewed. These workshops will be delivered across Lincolnshire.

3. Maintain and support Community Forums and Community Justice Ambassadors
4. Work alongside local people to develop events that celebrate the local community and promotes understanding between diverse backgrounds.
5. Support and work alongside formal and informal learning centres to design awareness raising packages that Young Ambassadors will be able to deliver and will enable discrimination to be recognised and challenged.
6. Help to establish and maintain strong and trusting partnerships with other agencies and community groups across the county.
7. Work as part of the JUST Lincolnshire team to deliver our overall programme of development work.
8. Monitor and evaluate activities to ensure compliance with the targets and goals.
9. To undertake any such duties that may be determined from time to time within the scope of the post. Duties outside the general scope of the post will be required only with the agreement of the post holder.

5. PERSON SPECIFICATION

Community Outreach Worker		
Experience	Essential	Desirable
Demonstrable experience of community development work	x	
Experience of working alongside people developing their capacity and confidence	x	
Experience of supporting local projects and initiatives that meet the needs of local people	x	
Experience of working effectively as part of a team	x	
Qualification	Essential	Desirable
Degree or equivalent professional qualification in a relevant subject		x
Training Qualification		x
Knowledge and Skills	Essential	Desirable
Understanding of and commitment to Equality, Diversity and Inclusion	x	
An understanding of the principles of community development, networking and partnerships	x	
Experience of delivering training and coaching	x	

Experience of monitoring, evaluating and reporting against agreed plans	x	
Ability to communicate well both verbally and in writing and good ICT Skills – word processing, internet and email	x	
Good literacy skills	x	
Experience of recruiting and managing volunteers		x
Knowledge of policies and legislation with regard to Equality		x
A sound understanding of the county of Lincolnshire and the needs of the local people		x

6. TERMS AND CONDITIONS

Salary: £21,692 per annum Pro Rata

Contract: The appointment is fixed term up to March 2019 (subject to available external funding, which is reviewed annually).

Probation: All new JUST Lincolnshire employees are subject to a three-month probationary period with regular reviews before an appointment is confirmed.

Hours: The postholder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

Annual Leave: 28 days Pro Rata annual leave per annum, plus 8 days Pro Rata of Bank Holidays entitlement.

Casual User Allowance: The postholder is required to travel across a wide geographical area in a flexible and timely manner. A Car Allowance rate will be paid.

Notice: The appointment is subject to one month's notice on either side.

Pension: All Employees will be obliged to join a Pension Scheme. Staff members not wishing to join a Pension Scheme will have to submit their request to opt-out.

Pre – Employment Checks: Any offer of employment will be subject to two satisfactory references being received, and satisfactory DBS clearance.

7. JUST LINCOLNSHIRE – APPLICATION FORM

Equality Monitoring

JUST Lincolnshire is committed to achieving fairness and equality in employment. We aim to ensure that unfair discrimination does not take place at any stage of the recruitment process.

By completing the recruitment equality monitoring form, JUST Lincolnshire will be able to review and monitor the effectiveness of the recruitment process. We may use statistical data to review whether or not our workforce is representative of the local population.

The monitoring form will not be taken into account when making an appointment decision.

Personal Details

Title:

First Name/s:

Surname:

Previous Surname:

National Insurance Number:

Address Line 1:

Address Line 2:

City/Town:

County:

Postcode:

Home Telephone Number:

Mobile Telephone Number:

Ethnic Background

What is your ethnic group?

Choose ONE section from A to F then cross the appropriate box to indicate your ethnic background

<input type="checkbox"/>	a) White English/Scottish/ Welsh/ Northern Irish/ UK	<input type="checkbox"/>	d) Black African
<input type="checkbox"/>	Irish	<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	Gypsy or Irish Traveller	<input type="checkbox"/>	Any other Black/African/Caribbean background
<input type="checkbox"/>	Any other White background		
<input type="checkbox"/>	b) Mixed Mixed ethnic background	<input type="checkbox"/>	e) Other ethnic group
		<input type="checkbox"/>	Arab
		<input type="checkbox"/>	Any other ethnic background
<input type="checkbox"/>	c) Asian Indian	<input type="checkbox"/>	f) Prefer not to disclose
<input type="checkbox"/>	Pakistani		
<input type="checkbox"/>	Bangladeshi		
<input type="checkbox"/>	Chinese		
<input type="checkbox"/>	Any other Asian background		

Sex

What is your sex?

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to disclose
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Age

What do you consider your age group to be?

<input type="checkbox"/> 16-19	<input type="checkbox"/> 20-24	<input type="checkbox"/> 25-34	<input type="checkbox"/> 35-44	<input type="checkbox"/> 45-54
<input type="checkbox"/> 55-64	<input type="checkbox"/> 65-74	<input type="checkbox"/> 75-84	<input type="checkbox"/> 85+	<input type="checkbox"/> Prefer not to disclose

Religion or belief

What is your religion or belief?

<input type="checkbox"/> No Religion	<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> Other religion	<input type="checkbox"/> Prefer not to disclose	

Sexual Orientation

What is your sexual orientation?

<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Lesbian/Gay man	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to disclose
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7. JUST LINCOLNSHIRE – APPLICATION FORM

Please complete in black ink and print (capital letters) where possible

Position applied for:	Where did you see the post advertised:
Surname:	First names and title:
Address:	Telephone: Mobile: Email: National Insurance Number:
Are you available to attend an Interview on the 15th March Yes <input type="checkbox"/> No <input type="checkbox"/>	

Personal Details:

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK? If you are a non EU resident, please specify your immigration status:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any driving offences currently under endorsement:	
Do you have a vehicle which you are able to use for work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please give details of any criminal convictions, warnings, reprimands, cautions, binding over or other orders, pending prosecutions, or criminal investigations. You are also asked to provide details of any warnings, reprimands or cautions issued by previous employers. Under the Rehabilitation of Offenders Act 1974 you are required to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act; including a post which requires a DBS check, you must give full details of everything on your criminal record. If this is the case, it will be clearly stated in the job advert. Any information disclosed will be treated in the strictest confidence.	
Do you have any information to disclose? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence.	

Failure to disclose this information may result in your application being rejected, disciplinary action or dismissal.

If offered this position will you continue to work in any other capacity? Yes No
If YES, please give details:

Have you previously worked for JUST Lincolnshire? Yes No
If Yes, please give details of position held, dates of employment and main responsibilities:

Do you consider yourself to have a disability? Yes No
Do you have any particular requirements in relation to your interview arrangements? If Yes please give details: Yes No

Are you, to the best of your knowledge, related to any member or employee of JUST Lincolnshire? Yes No

If yes please give full details:

References

Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1	Referee 2
<i>Name</i>	<i>Name</i>
<i>Address</i>	<i>Address</i>
<i>Telephone</i>	<i>Telephone</i>
<i>Email</i>	<i>Email</i>

Capacity which known to you:	Capacity which known to you:
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Employment History

Please list **all** employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

Current or Last Employer	
Name:	
Address:	
Job Title:	
Salary:	
Date from:	To:
Notice Period:	
Reason for Leaving:	
Describe your key duties and responsibilities:	

Previous Employer	
Name:	
Address:	
Job Title:	
Salary:	
Date from:	To:
Notice Period:	
Reason for Leaving:	
Describe your key duties and responsibilities:	

Previous Employer

Name:

Address:

Job Title:

Salary:

Date from:

To:

Notice Period:

Reason for Leaving:

Describe your key duties and responsibilities:

Previous Employer

Name:

Address:

Job Title:

Salary:

Date from:

To:

Notice Period:

Reason for Leaving:

Describe your key duties and responsibilities:

Membership of Professional Bodies

Date From/To	Name of Professional Body	Qualifications Gained

Education and Qualifications

Name of School, College or University	Qualifications Gained

Training

Please list any relevant training courses attended and date of attendance below:

Training	Date of Attendance

Personal Statement

Referring to the job description and person specification, explain how you could relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.

IMPORTANT NOTICE

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

DECLARATION

I, the undersigned, declare that the information given by me on this application and any other form (including at assessment event) to the best of my knowledge is true and accurate, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me. *I have read and understood all the questions on this form.*

Signature

Date

Once you have completed your application form please return to:

Email: Sue@justlincolnshire.co.uk or

Post: JUST Lincolnshire, Room 25, 2 Carlton Boulevard, Outer Circle Road, Lincoln LN2 4WJ. Closing date is midday on Monday 6th March 2017.

Data Protection Act Disclaimer

All information provided on this form will be dealt with in accordance with the Data Protection Act 1984, amended 1998. This information may be computerised and used for administrative purposes within JUST Lincolnshire. All personal information will be processed in a manner which meets the requirements of the Act.

