



June 2010

Dear Applicant,

Post: Strategic Development Worker

Thank you for your interest in this post. Please find attached/enclosed an application pack. This contains:

- x A Job Description and Person Specification
- x An Application form with guidance notes to completion
- x An Equalities statement
- x Equality Monitoring Form
- x A Health Declaration Form

Please send your completed application form and other documents by 5pm
Wednesday 7th July to:

Volunteer Centre Brighton & Hove
1st Floor Intergen House
65-67 Western Road
Hove BN3 2JQ

Electronic versions are acceptable and should be emailed to:

alison.marino@volunteercentre.bh-impetus.org

Best Wishes

Alison Marino
Project Leader, Volunteer Centre Brighton & Hove.

Job Description

Job Title: Strategic Development Worker – Volunteer Centre

Hours: 14hrs per week: 9 month post (July – March 2011)

Salary: Grade SO1 Spinal Column Point 29-31, £24,646 - £26,276 pro rata (cost of living increase pending) + up to 3% employer's contribution to pension

Accountable to: The Volunteer Centre Project Leader

Main purpose of job: To expand the Volunteer Centre support to the City Strategy primarily through building understanding and knowledge of the benefits of volunteering, in particular to those at risk of social exclusion, to key City decision-makers and decision-making bodies with the view to volunteering being represented and resourced within key city work programmes.

DUTIES/RESPONSIBILITIES

- x To map how volunteering is currently included in commissioning processes and subsequently devise a programme of work that provides opportunities to influence key decision-makers and decision-making bodies in the development of their work programmes, including commissioning processes.
- x To represent and promote the benefits of volunteering within that programme of work as identified within the City Volunteering Strategy at events/meetings which may be influential to the development of volunteering.
- x To gather evidence that supports the above activity in demonstrating the business case for diversifying volunteering base and including volunteers at risk of social exclusion.
- x To identify and work in partnership with other organisations to further the aims of the strategy.
- x To pick up and respond as necessary to emerging actions from Strategy action plan that may further support the Volunteer Centres support to delivering the plan.
- x To provide some administrative support to the Volunteering Strategy Steering Group in partnership with the VC Project Leader
- x Participate in and report back to the Volunteering Strategy Steering Group; ensuring effective communication and decision-making.
- x To make effective use of Volunteer Centre communication channels such as the Volunteer Co-ordinators' Forum and social networking media in order to raise awareness of the work, seek the views of and provide updates to VC stakeholders and extend reach of the work.
- x To carry out appropriate monitoring and evaluation of the project and comply with funders monitoring arrangements
- x To ensure implementation of the organisation's equal opportunities policy

- x To attend supervision, annual appraisals, team meetings and training as necessary
- x To be available for some weekend and evening meetings outside normal hours where appropriate.
- x To do other tasks as necessary and agreed to ensure the smooth operation and development of the project.

Person Specification:

Essential qualities/experience

- x Knowledge and experience of the benefits of volunteering including to those at risk of social exclusion
- x Knowledge and experience of the local VCS environment
- x Good negotiating skills
- x Ability to communicate with a wide range of people including commissioners and senior managers
- x Experience and confidence in presenting to groups
- x A demonstrable ability to exercise responsibility and initiative
- x Ability to produce clear verbal and written reports and maintain thorough records
- x Demonstrable strong organisational skills and ability to prioritise
- x Ability to implement organisation policies
- x Ability to work in a co-operative fashion with other similar or complementary projects or organisations
- x Reliability and ability to work as part of a team
- x Ability to implement an equal opportunities policy and organisational procedures
- x Ability to use information technology



Post Applied For

Where did you see this post advertised

If appointed, when could you start

Section A: Personal Details

Surname	
Forename / s	
Address	
Town	
Post Code	
Home Tel	
Work Tel	
Mobile	
Email	

Section B: References

Please give the names and addresses of two persons, other than relatives, who we can approach for references. One should be a present or past employer

Referee 1 (Most recent employer)			Referee 2		
Full Name			Full Name		
Position			Position		
Organisation			Organisation		
Address			Address		
Town			Town		
Post Code			Post Code		
Telephone			Telephone		
Relationship			Relationship		
Can we contact prior to interview	Y	N	Can we contact prior to interview	Y	N

Section C: Confirmation

I confirm that to the best of my knowledge the information in this form is accurate.

Signed

Date



Section D: Skills, Knowledge, abilities and experience (See guidance)

Please outline your Skills, Knowledge, abilities and experience as they relate to the person specification. Refer to each criterion in the Personal Specification in turn using each point as a heading, indicating understanding, skills and experience for each. Give examples of evidence to back up your information

You may use additional sheets as required



Section E: Education and Training

Please list all examinations, qualifications, relevant training courses, workshops, etc that you feel are relevant to this post.

Venue	Course	Award

You may use additional sheets as required



Section F: Employment History

Please start with your present or most recent job first. Include any periods of unemployment, travelling etc, and do not leave any gaps between dates. You may include voluntary work which should be indicated as such.

Dates From / To	Employer Name Employer Address	Job Title Description Remuneration Reason for leaving

You may use additional sheets as required

Notes for employment application with B&HCI

Application form: Skills, Abilities, Knowledge and Experience.

- x This section is the most vital part of the form. We need you to give specific information in support of your application in order for us to shortlist in a fair and unbiased way.
- x You must be able to demonstrate that you can satisfy the essential criteria on the Person Specification. Experience is not just gained from full time work, it can also be from voluntary or part-time work, college or school based projects, or home life etc.
- x It will not be sufficient merely to duplicate what the Person Specification states. For example, if it asks for “ability to” or “commitment to”, you will be required to give practical examples where appropriate of your ability, commitment, knowledge and experience by some reference to your academic, professional, voluntary or personal life. Be specific. For example, it is not enough to say “I can”. You must give details of how your previous experience has led to the development of a skill.
- x Your application will be assessed based on what you write in this section. This part of the form can be completed by word processor, typewriter or by hand. This can be done on separate sheets.
- x If you use continuation sheets please make sure you mark each sheet clearly with your name and the job for which you are applying.

Recruitment Monitoring Form

Brighton & Hove Community Initiatives is committed to ensuring equal access to employment. Details from this form will allow us to identify any groups that are under-represented in our workforce.

All information contained with these forms is strictly confidential.

The information you give will in no way influence your application. This monitoring form will not be given to the panel of the post for which you are applying.

Ethnicity

The categories of ethnic origin reflect those chosen by the Office for National Statistics for the 2001 Census.

Disability

When answering the question on disability please note that under the Disability Discrimination Act 1995 you are considered to be disabled if you:

- x have a physical or mental impairment
- x this impairment has an adverse effect which is substantial
- x the effect is long term (usually lasting for 12 months or more)
- x the effect has an adverse effect on your ability to carry out normal day to day activities



Health Declaration Form

Please read this form carefully and complete all of the questions. Send this with your application form. ALL information given will be kept strictly confidential and will never be passed on to another organisation, company or individual.

Returning the forms

Please return these forms in an envelope clearly marked “Volunteer Centre Worker Application” to:

Alison Marino, Project Leader
Volunteer Centre Brighton & Hove
1st Floor Intergen House
65-67 Western Road
HOVE
BN3 2JQ

You can send the recruitment monitoring form with your application form or in a separate envelope.



EQUALITIES STATEMENT

Brighton and Hove Impetus celebrates diversity, respects individual difference, and values the unique qualities which each individual contributes to the organisation and its work.

Our Equal Opportunities Policy has been designed to ensure that all stakeholders, including Trustees, managers, paid and unpaid staff, whether full or part-time, are fully aware of equal opportunity law, and that all personnel policies and procedures, including recruitment, pay, appraisal and promotion are based entirely on an individual's ability to carry out the requirements of their post, and to do their job well. The policy also reflects our commitment to guard against unfair discrimination for our service users, endeavouring to promote the accessibility of our services through both our physical environment and our communication strategy. All our staff are expected to promote the values of equal opportunities, and to be proactive in challenging expressed attitudes or behaviour, either within the organisation or in dealings with clients or other organisations, likely to be construed as in breach of our policy.

We seek to ensure that all individuals and groups feel welcomed within our organisation, and feel able to make use of its services.

A copy of the Equal Opportunities Policy is available on our website.



Equality Monitoring Form

Please place a ring around the appropriate sections in the boxes, and post in the separate envelope provided.

AGE					
Under 25	25-34	35-49	50-64	65+	

GENDER	Female	Transfemale
	Male	Transmale

WHITE	Other White background (please specify)
British Irish
BLACK or BLACK BRITISH	Other Black background (please specify)
African Caribbean
ASIAN OR ASIAN BRITISH	Other Asian background (please specify)
Bangladeshi Indian Pakistani
CHINESE JAPANESE	MIXED White and Black Caribbean White and Asian
ANY OTHER ETHNIC GROUP (please specify)	White and Black African Other mixed background

LANGUAGE		If English is not your first language state your first language (e.g. French)
English as first Language	English as a second English

DISABLE PHYSICAL, MENTAL, SENSORY OR LEARNING IMPAIRMENT (Where multiple disabilities, please list the main disability only - see application guidance notes for definition of disability)				
Physical	Mental	Sensory	Learning	No disability

RELIGION OR FAITH	Buddhist	Christian	Hindu	Jewish	Muslim	Sikh
	Other	None				

SEXUAL ORIENTATION				
Bisexual	Gay	Heterosexual	Lesbian	Other.....

WHAT IS YOUR CURRENT WORK STATUS?			
Unemployed	Voluntary sector	Private sector	local government
Other public sector	Volunteer	Other.....	

WHERE DID YOU FIRST SEE THIS POST ADVERTISED OR HEAR ABOUT THE VACANCY?	
National press (please specify).....	Specialist magazine
Local Press.....	Appointments Circular
Website (please write in address)	Other (please specify).....



HEALTH DECLARATION FORM

The purpose of this form is to ensure that you are fit for proposed employment and that the work will not be harmful to you.

This form is for the CONFIDENTIAL information of the Impetus' Personnel Department. No other person will have access to the personal details you give below.

PLEASE READ THE QUESTIONS CAREFULLY AND ANSWER THEM IN BLACK INK ACCURATELY AND FULLY. RETURN THE FORM TO PERSONNEL WITHIN 7 DAYS.

Your Name _____

Date of Birth _____

Address _____

Home Tel No _____

Name of Doctor _____

Address _____

National
Insurance No _____

Proposed Post _____

Please read these notes carefully before completing the remainder of this form .

- 1 The Personnel department may from the information supplied on this form decide whether a Medical Examination is necessary.
- 2 Before answering the questions you should read the declaration to be signed on the last page.
- 3 Answer the following questions indicating your answer by deleting the 'no' or 'yes' box. if you answer 'yes' to any question please give details in the 'details' column.

QUESTIONS

	DETAILS
1` Have you ever in your life, including childhood, had any of the following:	
a) Blackouts, epilepsy or fits	YES NO
b) Heart disease or disorders	YES NO
c) High Blood pressure	YES NO
d) Tuberculosis, Bronchitis, Asthma	YES NO
e) Skin Disease or Dermatitis	YES NO
f) Recurrent Diarrhoea, Bowel trouble	YES NO
h) Rupture or Hernia	YES NO
i) Eyes disease or disorders	YES NO
j) Hearing difficulties or disorders	YES NO
k) Major Accident resulting in injury	YES NO
l) Diabetes	YES NO
m) Recurrent headaches or migraine	YES NO
n) Recurrent back, neck or other joint	YES NO



- problems
- o) Nervous, Mental or Stress related disorders YES NO
- 2 Are you at present taking any medicines or tablets prescribed by your doctor? YES NO
- 3 Have you ever had a serious operation. If so, when and for what? YES NO
- 4 Are you awaiting any surgical operation or hospital appointment? YES NO
- 5 Have you ever had an accident or illness that is still affecting you? YES NO
- 6 Have you any allergies? YES NO

IMPORTANT NOTE - PLEASE READ BEFORE SIGNING BELOW

B&H Impetus is seeking your consent to apply to a Doctor responsible for your personal, physical and mental health care for a report, if required, giving information about your health. You are not obliged to give your consent to such an application being made but any decision that B&H Impetus might then have to take regarding your employment will then be taken only on those facts that are readily available.

Before you sign the space below you should be aware that you have certain rights under the Access to Medical Records Act 1988. The attached enclosed note explains in detail your rights and the procedures that apply to them.

Declaration

I declare that all the answers contained in this form are to the best of my knowledge true.

I have been informed of my statutory rights under the Access to Medical Records Act 1988, and hereby give my consent for the B&H Impetus to apply for a report giving medical information from a doctor who has been responsible for my physical or mental care. I understand that this consent form will be copied to that doctor and shall have the validity of the original.



I understand that this consent form will be treated in confidence by the Personnel Department; the advice based upon it may be given to the appropriate council department.

I do not*/I do* wish to see the medical certificate before it is sent to the Personnel Department of B&H Community Impetus.

Signed _____ Date _____

ACCESS TO MEDICAL REPORTS

INTRODUCTION

From time to time it is necessary to ask staff to attend a medical. This may happen for example when owing to a prolonged period of ill-health the B&HCI needs a medical opinion as to whether someone is fit to continue with their normal duties. Before the Doctor gives a medical opinion (s)he sometimes considers it necessary to contact the individuals own GP for a medical report. Under the Access to Medical Reports Act you have certain rights concerning these reports.

WHAT ARE YOUR RIGHTS?

The principal rights are:

- x To be informed in writing by B&H Impetus of their intention to apply for a medical report
- x To refuse to give your permission to your employer to obtain the medical report
- x To see the report before it is sent to the B&H Impetus Personnel department.

WHEN CAN YOU SEE THE REPORT?

If you want to see the report before B&H Impetus does, you must clearly state this in the space provided on the form. If you do this your doctor will be obliged to hold the report for 21 days (from the date of when the report was asked for) to enable you to make the arrangements with your doctor to see the report.

WHAT CAN YOU DO IF YOU DISAGREE WITH WHAT IS IN THE REPORT?

If you arrange to see the report and find that you disagree with all or part of it you can:



x Ask your GP in writing to make any amendments to anything in the report which you feel is incorrect or misleading. If (s)he refuses to do so you can insist that your comments are attached to the report when it is sent to the Council

OR Decline to allow the report to be supplied to the Council.

The above is an outline of your main rights under the Access to Medical Reports Act 1988. If you require clarification or more details please contact Personnel.