

## Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Section D is where your application will be scored on your experience and evidence against the Essential and Desirable criteria of and Person Specification within the Job Description, so please ensure you complete this as fully as possible. CVs will not be accepted. Electronic copies are our preferred option of submission.

**Please note the Application Closing Date is 12:00pm on Wednesday 6th March 2019**

### Safeguarding Children, Young People & Vulnerable Adults

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including DBS checks

1. Candidates should be aware that all posts in Lyde Green Community Association CIO involve some degree of responsibility for safeguarding children, young people and vulnerable adults, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable if your duties have not brought you into contact with children or young people.

### Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Job Description. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before completing.

**Interviews are anticipated to be held during Wednesday 13th March 2019 at Lyde Green Community Centre, Thistle Close, Emersons Green, Bristol BS16 7GW**

If you are shortlisted, you will be invited to interview with a recruitment panel. **You will also be required to complete a written exercise.**

All candidates must bring the originals of following documents to interview (photocopies are not sufficient):

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate, any documentation evidencing a change of name
- Documents of any qualifications that are necessary/relevant for the post.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Satisfactory DBS Disclosure
- Verification of professional status if needed
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**

## **Our vision and values**

Lyde Green Community Association CIO is a new charity that has a strong vision and values. We have a vision of an engaged community that is safe and welcoming to everyone.

**We try and demonstrate the following values through our behaviours at all times:**

- Open and honest: We believe in acting with integrity and being clear about what we can and cannot do.
- Respectful and Professional: We believe in treating everyone as we would like to be treated, valuing people's different needs and aspirations.
- Passionate: We are passionate about working together to achieve our vision and aims.
- Inclusive: We want to involve and communicate with all residents, groups and partners.
- Proactive and Creative: We have a can-do approach, and will use creativity to inspire and engage with residents.

## **Further Information**

If you want any further information about this exciting opportunity, or have any questions regarding the role or the application process, please get in touch with us via email at [info@lydegreenca.org](mailto:info@lydegreenca.org) or call Aymie Elkins-Green on 07809 750545 or Bob O'Brien on 07779 069966.