

Date as postmark

Dear Applicant

**Parent Facilitator for Parenting Forums**

Thank you for your enquiry with regard to the above position. Please find enclosed an application form and general details. I would be grateful if you could return the completed application by the closing date of **16<sup>th</sup> March 2010, before 2pm.**

Due to the nature of the work involved this post is exempt from the Rehabilitation of Offenders Act (1974) and you are required to declare convictions of any criminal offences at any time. Enclosed is our policy statement on the recruitment of ex-offenders.

Applicants invited for interview will be requested to attend on 25th March 2010.

In order to keep our costs to a minimum we will only be contacting those applicants who we have selected for interview. Therefore, if you have not heard from me within **four weeks** of the closing date, I am afraid that your application will not have been successful on this occasion.

May I take this opportunity to thank you for the interest you have shown in this position.

Yours sincerely

pp



Jean Watkins  
Manager  
Children and Young People Services

# Community First New Forest

**Facilitator for Parent Support Forums - 8 Hours per week**

**Salary £17161 - £19126 pro rata**

**Initially one year fixed term contract**

Community First New Forest is looking for someone experienced in supporting children, young people and families to facilitate our parenting forums in the New Forest

There are currently two Community First Parenting Forums which meet monthly. One meets in Ringwood and supports parents of children and young people with autism and is very well attended.

Our other Parent Forum is for grandparents who find themselves in the unexpected situation of becoming full time parents for their grandchildren. This currently meets in Brockenhurst.

You will have experience in working and supporting groups as you will need to build on the early work which has taken place. Being able to maintain positive and non judgmental relationships with individuals and groups is essential. Experience in developing new groups for parents will be an advantage as will seeking sustainable funding.

The Parent Facilitator will be a member of the Community First New Forest children and young people team but will need to work across the New Forest to facilitate groups.

For an informal discussion about this position please telephone Jean Watkins, Manager, Children and Young People Services on 07752 113341

## Job Description

- To facilitate monthly meetings for parent forums and arrange speakers and events, as necessary
- To act as an information and signposting hub to keep parents up to date with helpful and relevant information by
  - Email
  - Telephone
  - 1/1 or small group
- To liaise with relevant agencies, where necessary
- To write regular short reports on activities
- To assist with the development of new parent support forums and fund raising to support these.
- Any other duties that are commensurate with this position.

## Person Specification

To effectively carry out the demands of this position we are seeking a 'people' person who also meets the following criteria

- Have experience of working with and supporting groups and individuals
- Have competent IT skills
- Have an empathetic and pleasant telephone manner
- Is able to work on own initiative
- Can write effective short reports about the services
- An experience of/or willingness to seek sustainable funding will be an advantage

*Please note:*

*This position is subject to an enhanced criminal records check*

## Policy statement on the recruitment of ex-offenders

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Community First, New Forest complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Community First, New Forest is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. This written policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Community First, New Forest and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows Community First, New Forest to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in Community First, New Forest who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
10. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
11. **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

# Community First New Forest

## Recruitment Monitoring Form

This form is confidential and will not be seen by those responsible for short-listing and interviewing applicants. The information will not be used for selection but will be used for statistical monitoring purposes and to ensure no discrimination takes place.

Vacancy applied for: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Male  Female  (please tick relevant box)

### ETHNIC ORIGIN

I would describe my ethnic origin as: -

(Please tick one box only, see notes overleaf)

<b>WHITE</b>	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Other White	<input type="checkbox"/>		
<b>MIXED</b>	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Other Mixed	<input type="checkbox"/>
<b>ASIAN OR ASIAN BRITISH</b>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>
<b>BLACK OR BLACK BRITISH</b>	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Other Black	<input type="checkbox"/>		
<b>CHINESE OR OTHER ETHNIC GROUP</b>	Chinese	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>				

Other ethnic group (please supply details):

### DISABILITY

Do you consider yourself to have a disability? (please see note overleaf)

YES  NO

Please give details of any disability you have and how (if at all) it affects your performance at work.

Please indicate below where you first heard of this vacancy.

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# GUIDANCE NOTES FOR COMPLETION OF RECRUITMENT MONITORING FORM

## ETHNIC ORIGIN

The form lists a number of ethnic groups and reflects those chosen by the Office for National Statistics for the 2001 Census. You should put a tick against the one you feel you belong to. If the group you belong to is not listed, please tick 'other' and provide details in the space provided.

## DISABILITY

**Defining a disabled person:** a person has a disability if s/he has a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. People who have had disabilities in the past are included.

**Impairment:** covers physical and mental impairment (excluding mental illness and behavioural problems) including learning disabilities and hearing and sight impairments.

**Substantial adverse effect:** something, which is more than a minor or a trivial effect and is beyond the normal differences in ability, which exist among people.

**Long-term effect:** one which has lasted or is likely to last for at least 12 months or for the rest of the life of the person. Therefore, loss of mobility due to a broken leg which is likely to heal within 12 months or a long-term illness which a person is likely to recover from within 12 months are not included.

Substantial effects of a disability, which has increased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Normal day-to-day activities:** those carried out by most people on a fairly regular and frequent basis. It does not include activities that are normal only for a particular person or group of people such as playing a musical instrument or a sport to a professional standard or performing skilled or specialist tasks at work.

An impairment has a substantial adverse effect if it affects:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight (excluding people who wear spectacles)
- Memory or ability to concentrate, learn or understand

**Severe disfigurement:** is included without any need to demonstrate that the impairment has a substantial adverse effect on ability to carry out normal day-to-day activities.

**Progressive illness:** such as cancer, multiple sclerosis, HIV infection and muscular dystrophy are covered from the moment the condition leads to an impairment, which affects day-to-day activities.

**Access requirements:** these may include, for example, requirements relating to physical accessibility of the workplace, accessibility to information in different forms etc.

# Community First New Forest

Public Offices, 65 Christchurch Road, Ringwood, Hampshire, BH24 1DH Tel. (01425) 482773 Fax. (01425) 482666

We welcome applications irrespective of race, sex or disability: appoint on merit only and flexible working practices

Post Applied for:

## 1. PERSONAL DETAILS

Surname:

Forenames:

Address:

*Post Code:*

National Insurance No:

Contact telephone numbers:

Daytime:

Evening:

## 2. EDUCATION (Secondary, Further/Higher)

Establishment (name & town)	From	To	Qualifications/Grade

## 3. JOB RELATED TRAINING (Include membership of professional institutes, vocational and non-vocational courses)

Institute/Course studied	From	To	Standard or Level achieved

4. **EMPLOYMENT HISTORY**

If this is going to be your first job after leaving school or college, you may like to give details of any holiday, weekend, evening jobs or work experience placements.

**CURRENT EMPLOYER**

Name and department:

Address:   
Post Code:

Post held:  Date appointed:

Salary:  Grade (if applicable):

Other Allowances:

Notice period:

**PREVIOUS EMPLOYMENT** (descending order)

Employer's Name and type of business	Post held	Dates			
		From		To	
		Month	Year	Month	Year

5. **REASONS FOR APPLYING FOR THIS POST**

**Please give details of your skills and abilities relevant to the post applied for.** If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. parent governor, playschool assistant, committee member, VSO, treasurer of a club, CAB volunteer etc.

7. **ADDITIONAL INTERESTS** (such as membership of any clubs, leisure activities and hobbies)

8. **REFERENCES**

Please give details of two persons who can provide information that will confirm your suitability for this post. Where appropriate one person should be your current or most recent employer. The other should be someone who has known you in a professional capacity. References may be taken up before interview, please indicate whether this is acceptable by ticking the relevant box.

FOR OFFICE USE ONLY	
Acknowledged	<input type="checkbox"/> Date:
Inf. Of Interview	<input type="checkbox"/> Date:
Inf. not successful	<input type="checkbox"/> Date:
Appointed	<input type="checkbox"/> Date:

Name:  Position:

Address:  Postcode:

Daytime tel. no:  Yes  No

2. Name:  Position:

Address:  Postcode:

Daytime tel. no.  Yes  No

9. **FURTHER INFORMATION AND DECLARATION**

Do you hold a full driving license recognised in the UK  Yes  No

Would you have the use of a car for work?  Yes  No

Do you require a work permit?  Yes  No

Where did you see the job advertised?

10. **REHABILITATION OF OFFENDERS**

Your attention is drawn to the provision of the Rehabilitation of Offenders Act 1974 in answering the following questions. You do not need to reveal convictions that are 'spent', unless the post is one which involves working with vulnerable people, in which case all convictions must be revealed. This box will be ticked if the post is one which involves working with vulnerable people.

Have you ever been convicted of an offence? (other than minor driving convictions)  Yes  No

If yes, please give details of conviction(s) and date(s)  
 .....  
 .....

A Criminal Records Bureau check will be carried out for any person appointed to a post which involves working with vulnerable people. This will be done after selection but before the appointment is confirmed. Having a criminal record will not necessarily bar appointment. This will depend on the nature of the position and the circumstances and background of offences.

***I certify that the information given on this form is correct to the best of my knowledge. If I am appointed, I understand that information from this form may be computerised for personnel/employee administration purposes in accordance with the Data Protection Act 1984.***

Signed:  Date: