

Date as postmark

Dear Applicant

RE: Healthy Walks Co-ordinator

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 **Tuesday 25th May 2010**.

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 Wednesday 9th June 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



Jackie Hartless
Voluntary and Community Services Manager

Community First New Forest



JOB TITLE: Healthy Walks Co-ordinator

TEAM: VOLUNTARY & COMMUNITY SERVICES TEAM & PARTNERSHIP
STEERING GROUP

LOCATED: to be based at Efford House, with the opportunity of office space with partner organisations in Ringwood or Lyndhurst

GRADE: NJC scale 20
£18591 pro rata
9 months Fixed Term

HOURS: 15 per week

ANNUAL LEAVE ENTITLEMENT: 26 DAYS PRO RATA

AREA POST COVERS: New Forest District

RESPONSIBLE TO: VOLUNTARY AND COMMUNITY SERVICES MANAGER

The Healthy Walks Coordinator will be a member of the staff team at Community First New Forest, line managed by the Voluntary and Community Services Manager and responsible through him or her via the Chief Executive to the CVS Board of Trustees as employers.

PURPOSE OF POST:

Based within the New Forest National Park and surrounding areas, your role will be to promote and increase physical activity levels through healthy walking, targeting individuals and communities identified as having health concerns, socially excluded, people with disabilities, young people and people in areas of high deprivation.

Through this role you will be expected to promote the special qualities of the National

Park and foster greater understanding and enjoyment of the environment to those participating on health walks.

You will be highly motivated and able to work with a minimum of supervision. You must have reasonable knowledge of local and National Government health agenda targets and be qualified to HND level or equivalent in a community or an environmental subject, or have a minimum of one year's relevant experience.

The Health Walks Co-ordinator will deliver a wide range of relevant health projects, assist with policy development, help to develop the evidence base for health & well-being indicators in the New Forest and promote partnership working in and around the National Park. An important element of the role will be to encourage those who live in, work in or visit the New Forest to better understand the importance of walking in such a unique environment as an enjoyable way to remain healthy. This will involve working alongside the National Park Authority, NHS Primary Care Trust and other partner organisations to deliver key messages to a range of audiences through a number of targeted local initiatives, programmes and events.

RESPONSIBILITIES AND DUTIES

1. Advertising for and recruiting Volunteer Walks Leaders (VWL's), developing a pool of suitable leaders and to facilitate the training of VWL's in undertaking the official Walking for Health training (Natural England's WfH Scheme), utilising available 'cascade trainers'.
2. Provide support to the network of VWL's, being a point of contact for matters relating to the day to day running of the scheme.
3. Collate and share information on the potential impacts of health walks in the New Forest.
4. Contribute to the production of the Active New Forest Walking Group action plan.
5. Identify and facilitate other appropriate training courses for VWL's, including First Aid and Special Needs awareness.
6. Facilitate quarterly Steering Group meetings, involving project partners including VWL's from each location, and the local NE WfH Adviser in reviewing progress, forward planning and development of the scheme.
7. Design and produce suitable WfH walking programmes for each location, and arrange distribution as appropriate, in order to attract walkers from all sections of the community.
8. Oversee the development of Risk Assessments for each walking route, to be carried out by either VWL's or the scheme Co-ordinator
9. Introduce the national benchmark Outdoor Health Questionnaire for each WfH scheme walking group and enter data onto national WfH database.
10. Monitor and evaluate the progress of each WfH scheme walking group. Collect quarterly statistics from WfH database and feedback.
11. Identify and utilise opportunities for publicity for WfH health walking, including local, regional and specialist press, journals, and local radio.
12. Liaise with health professionals to maximise opportunities for patient

recommendations to WfH health walking schemes.

13. Liaise with wide ranging organisations, including social and health support groups, amenity societies and other appropriate bodies to raise awareness of WfH health walking schemes.

14. Research and prepare up-to-date content for lead and partner organisation's websites.

15. To carry out other duties as required by the Partnership.

General

16. To promote equality and diversity in all aspects of the work

17. To advise the Trustee Board and prepare reports as required by them and funders, including qualitative and quantitative information

18. To comply with all of CVS policies and conditions of service

19. To be mobile within the Hampshire area and be willing to work with some flexibility to most appropriately meet identified needs

20. To be aware of the Health and Safety at Work Act and other legislation as appropriate, with particular reference to equal opportunities legislation, sex and race equality

21. To ensure a positive working environment and to assist in the general running of the organisation

22. All employees and volunteers are expected to work as a team by actively sharing and exchanging information across the organisation, attending staff meetings when asked and working together with other staff when roles and interests overlap

SKILLS AND EXPERIENCE	
Essential	Preferable
Experience of motivating people to participate in community activities	Experience or of working with vulnerable hidden hard to engage people
Good communication skills	Experience in working in the Voluntary and community sector
Understanding of diversity and inclusion and experience of/or commitment to engaging with people	Past experience of community development/engagement or volunteer management
Experience in project driven work including an understanding of budgetary control.	Experience of meeting targets, collate and present data effectively
Ability to quickly establish professional working relationships with organisations in the public, private and voluntary sectors.	Ability to undertake routine administration including management information, report writing and submission of quarterly statistics

IT literate Ability to use initiative, set own targets and manage time effectively Experience of promoting initiatives in organisations and to members of the public Ability to work as part of a team and on your own initiative Full driving licence and own transport	Ability to influence a wide range of stakeholders including the third, public and private sector. Ability to think creatively and devise innovative solutions to challenging problems
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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

FOR OFFICE USE ONLY	
Acknowledged	☐ Date:
Inf. Of Interview	☐ Date:
Inf. not successful	☐ Date:
Appointed	☐ Date:

professional capacity. References may be taken up before interview, please indicate whether this is acceptable by ticking the relevant box.

☐

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 United Kingdom?

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:

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)

WHITE	British	☐	Irish	☐	Other White	☐	
MIXED	White & Black Caribbean	☐	White & Black African	☐	White & Asian	☐	Other Mixed ☐
ASIAN OR ASIAN BRITISH	Indian	☐	Pakistani	☐	Bangladeshi	☐	Other Asian ☐
BLACK OR BLACK BRITISH	Caribbean	☐	African	☐	Other Black	☐	
CHINESE OR OTHER ETHNIC GROUP	Chinese	☐	Other ethnic group	☐			

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.

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

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.

Children & Young People Services

We provide a range of services for vulnerable children and young people and their families including:

- Home/school link support
- Learning Mentoring
- Parenting Support
- Young Carers' Support

We also offer strategic support to voluntary sector organisations working with children and young people on a district, county and regional basis.

Tel. 01425 478519

email. jean.watkins@cfnf.org.uk

Member Services

Become a member and have access to free services, discounted services and other resources. Examples include:

- Hire of mini buses
- Training
- Criminal Records Bureau checks
- Payroll Service
- Equipment Loan

Membership is free.

Tel. 01425 482773

email. admin@cfnf.org.uk

We acknowledge the support of:

- New Forest District Council
- Hampshire County Council
- Hampshire Primary Care Trust
- Big Lottery Fund
- Parish and Town Councils
- Help the Aged
- Capacity Builders

Contact us:

Community First New Forest
Public Offices, 65 Christchurch Road,
Ringwood, Hampshire BH24 1DH

Tel. 01425 482773

Fax. 01425 482666

email. admin@cfnf.org.uk

www.cfnf.org.uk

Our offices are open

9am - 5pm Monday - Thursday

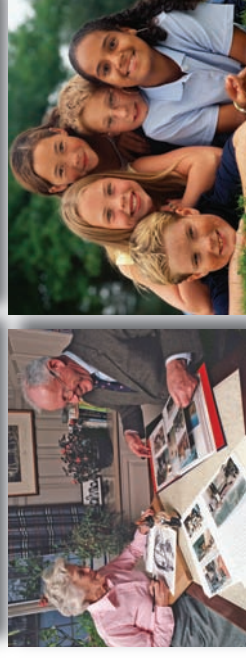
9am - 4.30pm Friday

Community First New Forest

Reg. Charity No: 1068964;

Reg. Company No: 3483827

New Forest Services



Community First New Forest

We are a Council for Voluntary Service that supports and promotes the professionalism and diverse activities of the voluntary and community sector across the New Forest and surrounding Districts. Alongside this key role we also provide a range of essential services that meet local needs.

Community Development

Community Development supports and promotes the development of an effective and sustainable voluntary and community sector. We can visit you, provide one-to-one support, offer funding advice and offer help in identifying training needs and where to access training.

Tel. 01425 482773

email. cdmanager@cfnf.org.uk

Volunteer Centre

The Volunteer Centre promotes and supports volunteering. We recruit potential volunteers from all sections of the community and seek to place them with voluntary organisations. We also offer advice, information and training to voluntary groups.

Tel. 01425 482773

email. vol.bureau@cfnf.org.uk

Home Improvement Services

New Forest Home Improvement Agency helps older people, people with a disability and those on a low income, to remain independent in their own homes.

- Repairs • Funding
- Adaptations • Improvements
- Help in finding a suitable contractor

Tel. 01425 478005

email. hia.manager@cfnf.org.uk

Small Repairs Service

A handyperson service for older people, people with a disability or those on low incomes. Minor repairs or adaptations in homes at reasonable cost.

Tel. 01425 478005

email. hia.admin@cfnf.org.uk

Home Support Services

We provide personal care, sitting and companion services to older people in the New Forest & Waterside area. Clients may access us via Adult Services, GP surgeries or by private referral. We are inspected by the Commission for Social Care Inspectorate and all staff are CRB checked and fully trained in line with legislation.

Tel. 023 8066 7080

email. homesupportmanager@cfnf.org.uk

Nightstop

We provide temporary accommodation for homeless young people. Nightstop has recruited, screened and trained volunteers who provide a room and a meal for a night. Agencies (not young people themselves) can ring the Co-ordinator who will contact host families to request their help. Placements are for one night only, two or three nights at weekends.

Tel. 01425 478391

email. nightstop@cfnf.org.uk

Transport Services

- Minibuses for our members to hire
- MiDAS (driving) training for those who wish to drive a minibus themselves
- Call & Go service for older people and people with disabilities who need to be picked up at their door to visit local amenities eg. shops
- Moped loan to young people who need their own transport to get to work
- Car Scheme where volunteers transport vulnerable people of all ages referred by Social Services

Tel. 01425 482773

Booking Line. 0845 6024326 (Call & Go)

email. transport@cfnf.org.uk