Radyr and Morganstown Good Neighbours

**Application Pack for the role of Coordinator**

October 2021

Dear applicant

Thank you for your interest in Radyr and Morganstown Good Neighbours.

Please find below everything you will need to complete your application:

* Introduction to Radyr and Morganstown Good Neighbours
* Application Form
* Job details, Job Description and Person Specification

A separate Equal Opportunities Monitoring Form is also attached. We would be grateful if you would complete it for our monitoring purposes but its completion is voluntary.

Please submit your completed application to: E-mail: vinap69@googlemail.com

Alternatively, you can print off your application and post it to:

The Rectory

Rectory Close

Radyr

Cardiff

CF15 9EW

The deadline for the application is: **Sunday 31st October 2021**

We will contact everyone who has applied to inform them of whether they have been successful in being selected for interview. We expect to hold interviews at the beginning of November 2021.

We look forward to hearing from you.



**Introduction**

* **Background**

The Radyr and Morganstown Good Neighbours charity was established in 2021 and registered with the Charity Commission. It is run by a Board of Trustees.

The organisation’s purpose is to support people living in Radyr and Morganstown, including those who may be lonely or isolated or who want to make connections with others living locally. We would like to support older and disabled people as well as their families and carers.

We are keen to ensure that our activities and services reflect local need and wish to include ideas from residents of Radyr and Morganstown about what is needed to make our villages a great place to live. We envisage individuals getting involved with shaping, developing, and delivering the activities and services. Some ideas so far include:

* Providing information and answering queries
* Signposting to services and activities
* Practical support such as befriending, shopping, transport
* Setting up activities and events such as support groups, coffee mornings, craft clubs and cultural celebrations
* Delivering regular learning/ training events such as becoming tech savvy, gentle exercise, yoga, health and wellbeing

We are at a very exciting phase of the Charity and although the Trustees have a vision this can only be realised with community engagement and involvement.

* **Equal Opportunities**

We will undertake this recruitment process in line with our Recruitment and Equal Opportunities Policies. We are committed to recruiting from as wide a pool of people as possible and welcome applications from all sections of the community.

We will seek to identify and overcome any barriers to people becoming trustees, volunteers or staff members and recruit people who support the organisation’s values and its commitment to equal opportunities.

In order to understand our reach, we will undertake equal opportunities recruitment monitoring.

In order to ensure that our shortlisting process is ‘blind’, personal details of applicants will only be shared once the shortlist has been decided.

* **Privacy Statement**

As a new organisation, we are still in the process of finalising our policies including a full Privacy Statement.

In the meantime, the details concerning data processing for job applicants is as follows:

We collect personal data from job applicants (through the job application form) and referees (through a reference request) in order to facilitate the job application process and communicate with applicants and referees on the basis of legitimate interest. We collect anonymised data for equal opportunities monitoring, which is kept separately from the job application form.

We aim to process job application forms digitally but may also receive paper applications. Digital records are accessed via password secure devices and paper records are locked away. Records will not be shared outside of the organisation.

In line with HR guidance, we keep the data of unsuccessful candidates for 6 months, after which time we erase or shred it.

Your rights in relation to data processing can be found here:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

If you have any concerns about our use of your personal data, please contact us on:

vinap69@googlemail.com

Radyr and Morganstown Good Neighbours

**Application Form for the role of Coordinator**

1. **Your details**

|  |  |
| --- | --- |
| **Your title** |  |
| **First Name/s** |  |
| **Last Name** |  |
| **Address**  |  |
| **Postcode** |  |

|  |  |
| --- | --- |
| **Full home telephone number** |  |
| **Full mobile telephone number** |  |
| **E-mail address** |  |
|  |  |

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| --- |
| **Authority to work in the UK** |
| Are you authorised to work in the UK as either a citizen or by holding a valid permit to work in the UK?[ ]  Yes [ ]  No |

1. **Employment History (**including volunteering and unpaid work such as caring**)**

|  |
| --- |
| **Present Employment** (role, dates and summary of duties) |
| **Role:** |
| **Dates:** |
| **Summary of duties:** |

|  |
| --- |
| **Previous Employment** |
| Employer name | Job title | Start date - End date | Reason for leaving |
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1. **Education, Qualifications, Relevant Training and Personal Development**

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| --- | --- | --- |
| **School/ College/ University/ Institution** | **Dates** | **Qualification** |
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1. **Personal Statement about the Role and You**

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| --- |
| **Why are you interested in this role?** |
| **Meeting the Person Specification** Tell us why you are a good fit for this role, including the skills, experience, knowledge, personal attributes that you would bring to it. (NB Please cover each of the points in the person specification in order to answer this section) |
|  |

**References**

Please can you provide us with details of 2 references, including one from your current/ most recent employer (if applicable). We will not ask your current employer until we get your permission:

|  |
| --- |
| **Referee 1 –** Name, relationship to you and contact details |

|  |
| --- |
| **Referee 2 –** Name, relationship to you and contact details |

**Declaration**

Before a formal offer of appointment is made, Radyr and Morganstown Good Neighbours will seek verification of the details provided by the successful candidate about their present/most recent employment. The successful candidate will also have to produce evidence of relevant qualifications and proof that they are eligible to work in the UK.

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information may be sufficient cause for rejection or, if employed, dismissal.

I agree that, subject to a formal offer of employment being made, references may be obtained.

I understand that the organisation collects and uses personal data for job applications in line with the extract from Privacy Notice, which I have seen.

Name:

Signature:

Date:

Radyr and Morganstown Good Neighbours

**Job Details, Job Description and Person Specification**

**Job Details**

**Job Title:** Coordinator

**Location:** Radyr and Morganstown, Cardiff

**Salary**: £23,088 per annum (pro rata based on 37.5 hours full time = £7,388.00 per annum)

**Hours of Work: 12 hours per week** (normal working days will be scheduled but will be flexible to meet the needs of clients & volunteers e.g., some evening & weekend work each month)

**Holidays:** 25 days plus bank holidays (pro rata)

**Fixed Term Contract:** 6 months initially (then subject to future funding)

**Reporting to:** Chairperson

**Probation:** 6-month probation period

**Job description**

**Summary of the post**

* To promote the service to help spread awareness of the charity.
* To develop relationships with local services and community activities and raise awareness of what they offer
* To engage with people in the community to understand what the gaps in services are and what they need to improve their lives
* To develop and trial new services
* To recruit and manage volunteers to assist with activities and events

**Skills required include:**

**Communication and people skills**: The Coordinator will need to possess excellent communication skills (verbal and written) and be able to communicate effectively and sympathetically with a wide variety of people including volunteers, partners and supporters.

**Service development and delivery skills**: The Coordinator will need to be able to identify gaps in provision and work alongside others to develop and deliver new services

**Organisational skills**: The Coordinator will need to possess good organisational skills including time management and to be able to deal with a range of tasks and to prioritise. They will also need to be able to work on their own as well as part of a team.

**Information Technology skills**: The Coordinator will need good IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel.

**Problem solving skills**: The Coordinator will need to be practical, proactive and be able to use their initiative.

**Main Roles and Responsibilities:**

**Engagement and promotion**

* Publicise and promote the charity as widely as possible in the community through a range of media as appropriate including e-mail, social media and presentations
* Engage with a range of stakeholders including local services, partners, volunteers and beneficiaries
* Develop clear signposting/ and or referral arrangements to and from the charity with partners

**Service Development and Delivery**

* Work with community members and partners to identify what services people need and where there are gaps in provision
* Work alongside people to develop, pilot and deliver service ideas
* Contribute to fundraising for new projects or ideas

**Working with Volunteers**

* Promote volunteering and develop recruitment campaigns and training
* Ensure volunteers are equipped with skills & knowledge to respond to queries and signpost to other service
* Supervise volunteers and coordinate their work
* Assess the suitability, including the risk involved in placing volunteers.
* Support volunteers to work within Radyr and Morganstown Good Neighbours’ (RMGN) policies and procedures.

**Administration**

* Ensure the safe handling of money and payments such as donations.
* Contribute to policy development
* Contribute to collecting and analysing data for the project and writing reports.

**General Duties**

* Understand, adhere to and actively implement all the policies and procedures of RMGN and its services at all times, for example Safeguarding Policy, Data Protection Policy and Health and Safety guidance
* Undertake training as required.
* Assist with other work, events and projects as needed.
* Undertake additional tasks reasonably requested by the trustees

**Person Specification for Coordinator**

|  |  |
| --- | --- |
| **KEY: A=Application; I=Interview** | Method of assessment |
|  | **A** | **I** |
| **Education and Qualifications** |  |  |
| Good standard of education, e.g., to GCSE or equivalent  | **Y** |  |
|  |  |  |
| **Employment (including volunteering and unpaid work)** |  |  |
| Relevant previous or current employment, work experience, personal experience or volunteering | **Y** | **Y** |
|  |  |  |
| **Skills and Experience** |  |  |
| Able to engage widely using a range of methods | **Y** | **Y** |
| Communication and personal skills (with a wide range of people) | **Y** | **Y** |
| Able to develop and deliver services  | **Y** | **Y** |
| Working under pressure and time management | **Y** | **Y** |
| Problem solving and using own initiative | **Y** | **Y** |
| IT skills | **Y** | **Y** |
| Able to monitor and evaluate and write brief reports  | **Y** | **Y** |
|  |  |  |
| **Personal attributes** |  |  |
| Team working and working on own initiative | **Y** | **Y** |
| Knowledge of equal opportunities and commitment to anti-discriminatory practice | **Y** | **Y** |
| Able to support and promote the values of RMGN | **Y** | **Y** |
|  |  |  |
| **Other**  |  |  |
| Eligible to work in UK | **Y** |  |
| Able to work flexibly |  | **Y** |
| Willing to access training |  | **Y** |