

Dear applicant,

**Application for the post of Local Coordinator – Health, Wealth and Happiness – 17.5 hours per week. Fixed term contract to end June 2017.**

**Current Salary: £22,443 (£11,221.50 pro rata per annum)**

Thank you for the interest you have shown in the above post. In this pack you will find

* application form
* job description
* person specification
* equal opportunities monitoring form
* declaration of criminal record form
* additional information
* George House Trust’s Values, Vision & Mission Statement

If you require the application pack or any of our other materials in a different format to support you to make an application please contact us.

Applications must reach us by **9am on Monday 29th February 2016.**

Interviews for shortlisted candidates will take place on **Monday 14th March** and **Tuesday 15th March** **15th 2016**. Regrettably, we are unable to contact unsuccessful applicants.

If you would like to discuss this post, please contact Colin Armstead, Service and Development Manager on 0161 274 5663

Please send your completed form by post, marked private and confidential to:

**Samuel Clarke, Office and Facilities Administrator George House Trust, 75-77, Ardwick Green, Manchester M12 6FX** or by e-mail to **samuel@ght.org.uk**

Further information about GHT can be viewed on our web-site: www.ght.org.uk

Thank you for your interest in George House Trust.

Yours sincerely

Stephanie Mallas

**Joint Chief Executive**

**Application Form**

**Post applied for: Local Coordinator – Health, Wealth and Happiness**

Please complete every section of this form and remember to link your information to the person specification. Please use black ink or type your application. You can e-mail the form to us if you wish; however please ensure that we have received it and that you have completed it in a readable format.

This page, and the equal opportunities monitoring form, will be removed prior to shortlisting of applications.

# About You

Surname

Other Names

Address

Telephone Number(s)

E mail

**Declaration**

“I agree that George House Trust may use the information provided in this application form for monitoring purposes. I agree that George House Trust may ask my referees for comments on my suitability for the post and request details of my attendance, sickness and salary. I also understand that if I am successful I will need to undertake an enhanced criminal record check with the Disclosure and Barring Service. In submitting this application form, I confirm that the information I have given is correct and complete and that misleading or untruthful statements will result in my dismissal if they become known after my appointment.”

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| --- |
| Please sign below. For electronically submitted forms, you will be asked to sign if invited to interview.  **Signed Date:** |

**Why do You Wish to Work for George House Trust?**

Please explain your motivation for applying for the role and why you wish to work for George House Trust

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| You do not need to fill the whole page if you do not need to |

**Work and/or Voluntary Experience**

Please list any previous jobs you have had, beginning with the most recent, and any voluntary work you have done which you feel is relevant to this application.   
Please use additional sheets as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **from/to** | **Job title & employer’s name and address** | **Key responsibilities** | **Salary on leaving** |
|  |  |  |  |

**Skills and Knowledge**

Please provide evidence of your skills and knowledge capabilities against EACH of the points in the person specification. Please structure your example using bullet points, providing specific examples from your professional and / or voluntary experience.

Please use additional sheets as necessary.

|  |
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| You do not need to fill the whole page if you do not need to    Please continue on next page if you need to  You do not need to fill the whole page if you do not need to |

**Qualifications**

Please tell us about any qualifications you have.

|  |  |  |
| --- | --- | --- |
| **School/college/other** | **Qualification Level** | **Subject** |
|  |  |  |

If you wish, add any further information that you would like us to consider in support of your application. Use this section to highlight any difficulties you may have experienced in completing this form so that we are able to take this into account during the shortlisting process**.**

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| Please continue on next page if you need to |

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| You do not need to fill the whole page if you do not need to |

# References

Please give us the names, addresses and telephone numbers of two people, including your current or latest employer who would be willing and able to be contacted to verify the information you have given and to let us know their assessment of your ability to carry out this job.

Please tick if you would like us to contact you first before we contact these references.

|  |  |
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| **Referee One** | **Referee Two** |
| Name:  Job title:  Address:  Telephone Number(s):  E mail  Can we contact this person prior to interview?  YES/NO | Name:  Job title:  Address:  Telephone Number(s):  E mail  Can we contact this person prior to interview?  YES/NO |

Declarations of Criminal Record

The nature of the duties the post holder will be expected to undertake means you are required at application stage to disclose details of criminal convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

Only relevant convictions/information will be taken into account. Please note that a criminal record will not necessarily be a bar to obtaining a position. Any failure to disclose criminal convictions that are not “protected” could result in dismissal or disciplinary action by the organisation.

All information will be stored confidentially and separately from your personnel file and will be destroyed once a recruitment decision has been made. If you wish, you can separate this form from your application and post it marked Private & Confidential to **Laura Hamilton, Volunteer & Development Manager, George House Trust, 77 Ardwick Green North, Manchester M12 6FX.**

**Declaration of a Criminal Record Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name |  | | |
| Role you are applying for: Local Coordinator – Health, Wealth and Happiness | | | |
| **‘Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’.** | | Yes  No | |
| If yes, please give details of offences, penalties, disposal and dates. | | Approx. date | Court or Police Force dealing with offence |
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Please continue on a separate sheet if necessary

**Equal Opportunities Monitoring Form**

The information submitted on this form is treated in the strictest confidence and is used for monitoring purposes only. The information will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be used solely to monitor the diversity of George House Trust’s recruitment regarding Equality and Diversity issues. You may choose to return this form with your application form, in which case it will be removed immediately, or you may wish to send it under separate cover. You may also choose not to answer certain questions, however all information you can share with us is very useful to ensure we are achieving equality and diversity within our recruitment procedures.

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| --- | --- |
| Job Reference | Local Coordinator – Health, Wealth and Happiness |

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| --- | --- |
| Gender | Male Female Transgender  Do not wish to disclose |

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| --- |
| Ethnic Group (please tick appropriate box) |
| White  White British  White Irish  White any other White background |
| Mixed  White and black Caribbean  White and black African  White and Asian  Any other mixed background |
| Asian or Asian British  Indian  Pakistani  Bangladeshi  Any other Asian background |
| Black or Black British  African  Caribbean  Any other Black |
| Chinese or other Ethnic Group  Chinese  Any other - please state |
| Do not wish to disclose |

|  |
| --- |
| Sexual Orientation |
| Gay  Lesbian  Bisexual  Heterosexual  Do not wish to disclose |

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| --- | --- |
| Age | **years months** |
| Date of Birth | **/ /** |
| Do not wish to disclose |  |
| Do you consider yourself to be disabled under the Equality Act? | |
| Yes  No  Do not wish to disclose | |

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| --- |
| Where did you hear about the vacancy? |
|  |

If you give permission, we will collate this information anonymously and pass it onto our funders. This form will be stored separately from your application form.

“I do not agree to this information being collated and shared with funders.”

Please tick the box if you do not agree to this information being collated and shared with funders..

Thank you for sharing this information.



**Job Description**

Job Title: Local Coordinator – Health, Wealth and Happiness

Location: Manchester

Accountable to: Service and Development Manager

**Background to the Post**

Health, Wealth and Happiness is a service for people over 50 who are living with HIV.

The project is delivered in partnership with Terrence Higgins Trust and is funded by the Big Lottery Fund.

The development of highly effective anti-retroviral therapy, has increased the life expectancy for people living with HIV. This improved treatment combined with increasing new diagnoses of HIV amongst people over 50 has resulted in this group becoming the fastest growing age group of people living with HIV.

Many of this group of older people living with HIV (OPLHIV) describe themselves as ‘survivors’ – who neither expected to live into old age nor did they plan for it. For many, the future holds great uncertainty financially, socially and emotionally.

This post holder will be responsible for supporting and co-ordinating activities for older people living with HIV locally.

You will work collaboratively with the Project’s National Coordinator to ensure that local partnerships are robust and that referral pathways are clear in order to maximise access to the project for older people living with HIV.

You will also be responsible for disseminating the project’s best practice toolkit and be involved in sharing knowledge, best practice and lessons learnt with the other project locations.

**Main Purpose of Post**

1. To lead on the delivery of all aspects of the Health, Wealth and Happiness Project at George House Trust

2. To recruit, train and support peer mentoring volunteers within the Health, Wealth and Happiness Project

3. To monitor and evaluate project delivery and produce reports

4. To disseminate and provide training on the Best Practice toolkit to external organisations

**Main Tasks**

1. **To lead on the delivery of all aspects of the Health, Wealth and Happiness  
   Project at George House Trust**

1.1 To coordinate and facilitate group work sessions and events

1.2 To develop networks, referral and signposting pathways with other organisations within the HIV and ageing sectors and more widely e.g. generalist advice organisations

1.3 To make appropriate referrals both internally within GHT and to external organisations

1.4. To contribute and support the online discussion forum for older people living with HIV, as appropriate

1.5 Ensure performance against agreed targets in the work-plan and record activity accurately

1. **To recruit, train and support peer mentor volunteers within the Health, Wealth and Happiness Project**

2.1 To recruit and train Health, Wealth and Happiness peer mentor volunteers

2.2 To match trained peer mentor volunteers to older people living with HIV and manage these relationships

* + 1. To coordinate volunteer team meetings and supervisions
    2. To support volunteer campaigners to undertake local influencing work, in conjunction with THT’s policy team

**3. To disseminate and provide training on the Best Practice toolkit to external organisations**

3.1 To feed into the development of guidance and toolkits to be used by both service providers and older people living with HIV

3.2 To disseminate and provide training on the Best Practice Toolkit to external organisations

**4. To monitor and evaluate project delivery and produce reports**

4.1 To maintain and record statistical data and adhere to all monitoring and evaluation systems

4.2 To collate monitoring and evaluation data and feed this into the further development of the service, the development of training, guidelines and toolkits, and policy work.

4.2 To produce reports and documents on the service as required and to feed into monitoring and evaluation reports

**5. General**

5.1 Work as part of the wider team in George House Trust, participate in full staff team meetings and act in accordance with agreed office practices and systems.

5.2 Carrying out all tasks in line with GHT policies and to uphold these at all times, paying particular attention to equal opportunities, health & safety and GHT’s values, vision and mission statement.

5.3 To act as a role model to staff and volunteers within GHT.

5.4 To act as an Ambassador for GHT externally.

5.5 To respect and maintain appropriate confidentiality at all times.

5.6 To carry out other work, appropriate to the level and nature of the post, as agreed by the organisation in response to changing needs and circumstances.

Please note that the nature of this work will require occasional evening and weekend work, for which time off is arranged under the terms and conditions of employment.

Terms and Conditions

George House Trust terms and conditions apply.

Salary

NJC scale 26-31 **plus** 8% employer pension contribution

Current salary level - £22,443 (£11,221 pro rata per annum)

Hours

17.5 hours per week.

Contract

Fixed term contract until end June 2017

Notice period

This post requires a notice period of 4 weeks.



**Person Specification**

**Job Title: Health, Wealth and Happiness Coordinator**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **Experience/Skills** |  |  |  |
| * Experience of delivering group work and events | **√** |  | Application, Interview |
| * Excellent Interpersonal skills | **√** |  | Application, Interview,  Presentation |
| * Experience of group facilitation and training | **√** |  | Application,  Interview |
| * Experience of recruiting and coordinating volunteers | **√** |  | Application,  Interview |
| * Excellent written and verbal communication skills | **√** |  | Application,  Interview,  Presentation |
| * Experience of working on own initiative and as part of a team | **√** |  | Application,  Interview |
| * Ability to carry out basic admin including use of computers and software (e.g. MS Office) | **√** |  | Application,  Interview,  Presentation |
| * Experience of working with communities who are most “at risk” of HIV and poor sexual health |  | **√** | Application, Interview,  Presentation |
| * Experience in community development or project planning |  | **√** | Application,  Interview |
| * Experience of joint working arrangements within voluntary/statutory sectors |  | **√** | Application,  Interview |
| **Knowledge/Qualifications** |  |  |  |
| * Knowledge of HIV, anti-retroviral treatments and long term condition management | **√** |  | Application, Interview,  Presentation |
| * Commitment to and understanding of equal opportunities both in the workplace and in delivering services | **√** |  | Application,  Interview |
| * Experience of health promotion projects targeting “at risk” communities |  | **√** | Application,  Interview,  Presentation |



**Additional Information**

George House Trust is the HIV voluntary organisation for the North West of England. We exist to support adults who are living with or affected by HIV. At present we are supporting over 2000 people per year, making us the largest HIV support charity outside London.

We were founded in 1985 as “Manchester AIDSLine” and are the UK’s second oldest HIV charity (after the Terrence Higgins Trust). We have a long record of campaigning and lobbying to secure the best possible quality of life for all people with HIV and to challenge discrimination against people with HIV.

The support we offer includes: one to one advice, information and support, treatment advice, volunteer community support, financial support, special courses and events, and peer support group spaces.

Our income comes from a variety of sources: local Government, central Government, charitable trusts, lottery distribution bodies, fundraising, donations and earned trading income. We have a robust income strategy in place, which is reviewed and monitored bi- monthly.

We have achieved PQASSO level 2 – a quality assurance standard.

We currently employ 16 people and have around 150 trained and managed volunteers, and hold the Investing in Volunteers Quality Mark.

New employees are subject to an eight-month probationary period. Full time staff work a 35 hour week, normally Monday to Friday, though some evening and weekend work is necessary. This post is a 17.5 hour per week post.

Our current opening hours are 9.00am to 8.00pm on Mondays and Thursdays, 9.00am to 5.00pm on Tuesdays, Wednesdays and Fridays.

All staff members are entitled to five weeks paid holiday plus Bank and Public Holidays. This will be pro-rata for part time staff.

# George House Trust’s recruitment and selection procedures reflect our commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to share this commitment.

The nature of the duties the post holder will be expected to undertake means you are required at application stage to disclose details of criminal convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

We pay a contribution towards a personal pension of 8% of gross salary. Staff members are encouraged to join a Trade Union or professional body.

Our offices are in Ardwick, just south of Manchester City Centre. We are a short walk from Piccadilly Station and we are on a major bus route. There is free parking on the road in front of our building.

You will find more information about George House Trust is on our website **www.ght.org.uk**

**The values and vision of George House Trust**

**Values**

George House Trust believes in dignity, respect, empowerment, integrity, recognising differences and being passionate about our work.

Dignity

We believe that to treat someone with dignity is to treat them as being of worth in a way that is respectful of them as valued individuals.

We also believes that where dignity is present people feel in control, valued, confident, comfortable and able to make decisions for themselves.

Respect

We believe that this is best demonstrated by a willingness to show consideration and appreciation for the feelings, wishes or rights of others

Empowerment

We believe in empowerment as a goal for all service users in order to have the freedom to act, think, respond, initiate and make decisions.

Integrity

We treat people with integrity through being honest and having strong  
principles.

Recognising differences

We recognise that each individual is unique. We explore these differences in a safe, positive and nurturing environment and make an effort to understand each other beyond simple tolerance, to embrace and celebrate the diversity of difference between each individual.

Being passionate about our work

Our passionate approach means we put energy, enthusiasm and excitement into our charity and its services. Our ambition is materialised into action to put as much heart, mind, body and soul into our work.

**Vision**

George House Trust’s vision is for all people living with HIV in the North West to live happy and healthy lives, and be free from stigma and discrimination. Our vision is for all people to know their HIV status and to be HIV aware.



**Mission Statement**

* We will provide good quality services to people living with HIV, which enable them to feel empowered and able to live happily and healthily with HIV.
* We will raise awareness of HIV, promote safer sex and encourage all sexually active people in the North West to know their HIV status.
* We will ensure that HIV is prioritised by public bodies across the North West, given that it has the biggest population of people living with HIV outside of London.
* We will challenge HIV stigma and discrimination and promote a better understanding of HIV.