
Job description

Date: 28 January 2010

Department: City and Neighbourhood Services

Post number: 1020

Section: Community Services

Job title: **Community Development Officer**

Grade: PO1

Main purpose of job

To be responsible to the Community Services Unit Manager for the development and delivery of community development activities which further the aims of the service and to deliver the associated portfolio of responsibilities, focusing on one of the following areas of responsibility:

- Community Facilities
- Area Support
- Community Resources

To employ a community development approach to initiate and stimulate local groups and organisations, assisting them to meet their objectives.

To successfully engage and work in liaison with a range of key internal and external stakeholders in order to support the development of joined up planning and service delivery.

To ensure the effective day-to-day management and motivation of Belfast City Council (BCC) staff, through normal council and departmental processes.

Summary of responsibilities and personal duties

The post-holder shall be responsible for the management and provision of a high quality community service based on changing operational business requirements.

1. To be responsible to the Community Services Unit Manager for the efficient and effective asset management of community/play centres including the management of the associated repairs and maintenance programme.
2. To be responsible for the operational management of community centres ensuring the security of building(s) and acting as a key holder; compliance with legislative requirements; provision of emergency/out of hours call outs and ensuring the health and safety of employees and the public.
3. To undertake an assessment of area needs in conjunction with the local community and key stakeholders and prepare, update and implement area plans to meet these needs, including those which address priority themes and issues identified within the Belfast City Council Community Support Plan.
4. To ensure a community focused service delivery through working in partnership with relevant internal and external groups and services.
5. To be responsible to the Community Service Unit Manager for the correct undertaking of administration procedures and processes and financial systems and controls, including acting in the role of Secretary to provide support to centre committees.
6. To design and implement operational management systems and provide reports, action plans and statistics as appropriate in relation to meeting service business plan and community support plan targets.
7. To ensure that, with regards to community-managed premises, the council legal obligations are met and best practice processes and procedures are implemented.
8. To co-ordinate, maintain and market a wide programme of activities within community facilities and ensure the programmes have complementary with neighbouring facilities
9. To actively liaise, support and build positive relationships with users on site to ensure the delivery of a high quality customer experience.
10. To undertake direct community capacity-building and outreach work where required and as outlined by the area plans, adopting a community development approach at all times.
11. To act as the point of contact for local knowledge and information around community development issues, ensuring information is fed into appropriate internal and external staff/ groups, including representing the council on neighbourhood and area forums.

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12. To assist the Community Services Unit Manager in linking the work of Community Services and associated activities to the wider community planning process via the pro-active facilitation of local area partnerships or forums
 13. To provide best practice advice and guidance and design and/or facilitate training and education for the voluntary and community sector and staff as appropriate, to encourage participation in community-based initiatives and to build effective networks.
 14. To assist relevant groups to identify external funding sources and secure funding.
 15. To ensure the effective development, planning and delivery of special programmes, projects, festivals and events, including seasonal play schemes.
 16. To contribute towards the development of an appropriate communication framework for community services and support the effective delivery of such.
 17. To contribute to the development and implementation of a range of policies in line with the community service business plan.
 18. To manage the co-ordination of Freedom of Information requests in conjunction with Business Support, ensuring the provision of service information within relevant corporate procedures.
 19. To assist in the development of appropriate performance management frameworks and in conjunction with business support, coordinate service returns from all units as required.
 20. To lead in the development of a range of activities, including, but not limited to, capacity building programme including the design & delivery of related resources for example training.
 21. To lead in the development of a best practice resources facility for community services, including the creation and management of a best practice resource library.
 22. To lead in the development and implementation of the council Advice Strategy, in support of the council advice services panel and implementation of DSD Opening Doors Strategy.
 23. To consider applications for the council grant assistance in respect of relevant grant types and provide assessments of their eligibility and evaluate their on-going effectiveness.
 24. To work in partnership with other community officers and relevant internal services to develop appropriate community interventions in pursuit of corporate priorities.

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25. To take responsibility for the day to day management, motivation and development of council staff, non-council project staff and volunteers as required.
 26. To manage budgets as may be delegated in accordance with the council's stated policies and financial regulations or standing orders.
 27. To deputise for the Community Services Unit Manager as requested, within the post holder's sphere of responsibility.
 28. To keep under review new developments in all fields relevant to the post's responsibilities and to make recommendations as appropriate.
 29. To act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
 30. To participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management policies and procedures, as appropriate, including absence management, disciplinary and grievance procedures.
 31. Participate as directed in the Council's recruitment and selection procedures.
 32. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
 33. To undertake such other relevant duties as may, from time to time be required.

This job description has been written at a time of significant organisational change and it will be subject to review and amendment as the demands of the role and the organisation evolve. Therefore, the post-holder will be required to be flexible, adaptable and aware that s/he may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description but which are commensurate with the role.

Employee specification

Date: 20 March 2019

Department: City and Neighbourhood Services

Post number: 1020

Section: Community Services

Job title: **Community Development Officer**

Grade: PO1

Essential criteria

Applicants **must**, as at the closing date for receipt of application forms and throughout the selection process, be current Belfast City Council employees.

Qualifications and experience

Applicants **must**, as at the closing date for receipt of applications, either:-

- have a relevant third level qualification in a community development or social science discipline such as Community and Youth Work, Sociology, Social Policy or an equivalent qualification or an award recognised under the Report of the Joint Negotiating Committee for Youth and Community Workers **and** be able to demonstrate by providing personal and specific examples on the application form, at least one year's relevant experience in each of the following three areas:

or

- be able to demonstrate by providing personal and specific examples on the application form, at least two years' relevant experience in each of the following three areas:
 - a) taking a lead role in community development projects including contributing to the development of related strategies and policies; and designing and developing action plans to meet community needs;
 - b) managing community facilities and staff resources including budgets and associated administrative duties; and
 - c) undertaking grant aid assessment including evaluating monitoring information and making recommendations on funding awards.

Special skills and attributes

Applicants must be able to demonstrate evidence of the following special skills and attributes which may be tested at interview:

Staff management and leadership skills: the ability to lead and motivate a small team in order to ensure the delivery of agreed work objectives.

Political sensitivity skills: the ability to treat confidential matters with the appropriate discretion and the ability to work with elected representatives with an appreciation of the sensitivities of working in a political environment.

Communication skills: the ability to prepare briefings and presentations and write clear analytical reports and the ability to make presentations, deliver workshops and influence and persuade a range of audiences on complex issues.

Team working skills: the ability to work within a small team and on own initiative to ensure the delivery of agreed work objectives.

Partnership working skills: the ability to establish good working relationships and work in partnership with a wide range of stakeholders across different sectors to develop and deliver a shared agenda to meet common objectives, working with a range of individuals and groups in a positive and sensitive manner.

Analysis and decision making skills: the ability to produce and implement new ideas and innovative solutions and the ability to take decisions which will contribute to enhanced project delivery.

Technical knowledge: knowledge of the local and wider community development issues with a recognition of key challenges and drivers in the city and identification of both the strategic and operational role for local government in addressing these.

Short-listing criteria

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of applications:

- in the first instance, can demonstrate either a relevant third level qualification in a community development or social science discipline such as Community and Youth Work, Sociology, Social Policy or an equivalent qualification or an award recognised under the Report of the Joint Negotiating Committee for Youth and Community Workers and two years' relevant experience in each of the three areas **or** three years' relevant experience (as outlined above) in each of the three areas a) to c); and
- in the second instance, have a relevant additional post-graduate qualification.

Belfast City Council

Terms and conditions of employment

Community Development Officer (PO1) Three permanent posts

Community Services Section

City and Neighbourhood Services Department

Job applicant privacy notice

Belfast City Council is the Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes relating to job applicants. Processing data from job applicants allows the council to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. It may also need to process data from job applicants to respond to and defend against legal claims.

If you apply for this job, you will be providing your personal data to the council whose lawful basis for processing it is for the performance of a task carried out in the public interest or in the exercise of official authority. In some cases, the council will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants' sensitive data for equal opportunities purposes and to check applicants' eligibility to work in the UK before employment starts. The council will collect a range of information about you, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, which may include benefit entitlements;
- whether or not you have a disability, or if your first language is not English, so that it can make reasonable adjustments, as required, during the recruitment process; and
- information about your entitlement to work in the UK etc.

The council will collect this information in a variety of ways for example, by application forms, through forms of assessment, from interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this. Your personal data will be shared internally within the council with staff who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It will also be shared with external consultants for the purposes of candidate attraction and selection, where appropriate. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the council to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the council in a safe and secure manner in compliance with Data Protection legislation and in line with the council's Records Retention and Disposal Schedule.

As a data subject, you have a number of rights. These include your right to:

- access and obtain a copy of your personal data on request;
- require the council to change incorrect or incomplete personal job applicant data; and
- require the council to delete or restrict processing your data.

If you have any queries regarding the processing of your personal data, please contact our Job Line on 028 9027 0640. If you wish to contact the council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk

Please see further details of the terms and conditions relating to this post set out below:

Appointment

The appointment will be made by the selection panel, but will be subject to ratification by the director of the relevant department.

There are currently three, permanent full-time posts.

There may be a reserve list of applicants drawn up for this post which would last for a maximum of 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview. **These posts may be either full-time, part-time or job-share on a permanent or temporary basis.**

An existing permanent employee will be offered a temporary post on the basis of undertaking a 'temporary project/cover/review' post with the right to return to their substantive post at the conclusion of the 'temporary project/cover/review' post. An existing fixed term contract employee will be offered a temporary post on the basis of a further fixed term contract in a 'temporary project/cover/review' post but with no automatic right to revert back to their original fixed term contract post. Fixed term contract employees should give consideration to this prior to applying for or accepting another post on a temporary basis.

Only Belfast City Council employees, who are employees as at the closing date for this post and who continue to be employees throughout the selection process for this post, are eligible to apply. Agency assignees and casual workers, who are not Council employees, are not eligible to apply. Applicants who are no longer current employees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process, even if they were an employee at the closing date for receipt of applications. Similarly, if placed on the reserve list, applicants must still be current employees as at the point in time that a vacancy arises. Applicants who are no longer Belfast City Council employees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

Applicants recommended for appointment must complete all relevant pre-employment checks within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. Upon completion of relevant checks, applicants must formally accept and start employment in the post within a four week period. If offered a permanent post, employees currently undertaking a temporary project/cover/review post will not be permitted to continue working in that temporary post, even if it is of a higher grade. They must take up the permanent post within a strict four week period. This has always been the agreed practice within Belfast City Council and it is of critical importance that it is strictly adhered to especially during this period of significant re-organisation and change when the Council is striving to achieve permanency and stability.

Should your contact telephone numbers or your address change since you submitted your application form, it is your responsibility to notify the HR Employee Resourcing Unit on 028 9027 0640 or by emailing jobs@belfastcity.gov.uk with your new contact details.

Job details

Job description: please refer to the job description for details of the duties of the post.

Employee specification: please refer to the attached employee specification for details of any qualifications, experience etc. which are required for the post. Should an applicant be recommended for appointment to this post, they will be required to produce official original proof of any qualifications etc. they relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that they were in possession of such qualifications, at the closing date for applications.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale PO1, SCP 27 to 30, £31,346 - £33,782 per annum plus irregular hours allowance (currently under review) (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Location

While part of a Community Service city wide team of Community Development Officers, the initial vacancies are based at **Horn Drive Community Centre within the Facilities Unit (including responsibility for Glen and Whiterock Community Centres), Duncairn Community Centre within Community Area Support (including responsibility for Inner North Catchment) and Divis Community Centre within Community Area Support (including responsibility for Greater Falls Catchment)**, but the person appointed will be required to work in and/ or visit other locations.

Please note that although you may be initially appointed to a specific area of responsibility/ location, the Community Services Section reserves the right to transfer you to any other area of responsibility/ location depending on operational requirements.

Please note vacancies that arise and may be filled from reserve may be in locations / areas other than the three which are currently listed.

Pre-employment checks

Prior to taking up duty the person recommended for appointment must:

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Produce official evidence of their qualifications, as required. Please be advised that applicants must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
- (c) Complete an Access NI Disclosure Certificate Application Form to enable an enhanced criminal record check and Children's Barred List Check to be carried out by Access NI operating under the provisions of Part V of the Police Act (1997) and subsequently pass these checks. This post is a Regulated Position as defined by the Safeguarding Vulnerable Groups Act 2006 and Safeguarding Vulnerable Groups (NI) Order 2007 and also falls within the definition of 'excepted' employment as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Therefore, all applicants who are recommended for appointment to this post must provide details in respect of **all** previous convictions including '**spent**' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees. **Please note, it is a criminal offence for a person to knowingly apply for a position which they are barred from.** **The person appointed to a 'Regulated' post under The Safeguarding Vulnerable Groups (NI) Order 2007, must bring to the attention of their line manager/departmental HR representative any cases pending, cautions, informed warnings, diversionary youth conferences, or any referral to the Disclosure and Barring Service as well as any convictions acquired throughout their employment. Failure to comply with this request can result in a breach of the terms and conditions of employment and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.**

Council policies

The person appointed will be required to comply with all current and future council policies, procedures, guidelines, agreed working practices and any relevant collective agreements incorporated into the contract of employment.

Conditions

The general conditions of service as prescribed from time to time by the National Joint Council for Local Government Services and by the council for its officers shall apply to the appointment and the

Single Status Implementation Agreement dated 2007 as renegotiated from time to time is hereby incorporated into the contract of employment.

A copy of the council's Disciplinary Procedure and Grievance Procedure will be issued to all new employees at the council's Induction Course.

Service and hours of duty

The hours of duty are 37 per week, working irregular hours. This will incorporate evening and occasional weekend work.

In accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service variations to the established working week or patterns of work will be reasonable and subject to adequate notice.

Annual leave

Annual leave and extra statutory, bank or public holiday entitlement is calculated in hours/minutes.

A person appointed on the standard full time hours of 37 per week will be entitled to 170.2 hours (23 days) annual leave, plus 88.8 hours (12 days) bank or other holidays.

Annual leave entitlement will be increased by 37 hours (5 days) in the case of officers who have not less than 5 years' continuous service and by a further 22.2 hours (3 days) in the case of officers who have not less than 10 years' continuous service.

Figures in brackets represent the number of days based upon a standard day of 7.4 hrs.

For individuals who do not work the standard full-time hours, annual leave and extra statutory, bank or public holiday entitlement will be calculated on pro-rata basis to their contracted hours, based on the standard full time hours of 37 per week and a standard day of 7.4 hours (i.e. 7 hrs 24 minutes).

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory holiday entitlement has been exhausted, additional leave taken for public / bank and statutory holidays will be deducted from the employee's annual leave entitlement.

All employees required to work on extra statutory, bank or public holidays will be remunerated in accordance with Part 3, paragraph 2 of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The leave year commences on 1 April. If an employee starts part way through the annual leave year, the employee will receive annual leave entitlement on a pro rata basis, calculated on the number of days remaining in the current leave year from the first day of employment.

Sick leave

This scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault. Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme. Employees are entitled to receive sick pay for the following periods:

During first year of service	one month's full pay and (after completing four months service) two months half pay
During second year of service	two months' full pay, and two months' half pay
During third year of service	four months' full pay, and four months' half pay

During fourth and fifth years of service five months' full pay, and five months' half pay

After five years' service six months' full pay, and six months' half pay

Superannuation

The person appointed will automatically become a member of the Local Government Pension Scheme (Northern Ireland) LGPS (NI) in line with scheme regulations. They may opt out of the scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enrol the person appointed at certain times. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) (www.nilgosc.org.uk).

Car user

This job may require the post-holder to visit and carry out council duties in areas and locations across the city as and when required. If required to travel for official Council business, the post-holder will be reimbursed at the appropriate mileage rate.

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify an applicant for appointment. Candidates can, however, contact the relevant department for further information about the post. The person from the relevant department who provides further information should not be a member of the selection panel.

Notice

The minimum period of notice to be given by an employee shall normally be the ordinary period from one payment of salary or wages to the next.

Belfast City Council may terminate an employee's employment with the council by giving the following period of notice:

Continuous service

One month or more but less than two years

Two years or more but less than twelve years

12 years or more

Period of notice

Not less than one week

Not less than one week for each year of continuous service

Not less than 12 weeks

For temporary project / cover / review posts, it is usual to give one week's notice to terminate these temporary arrangements and your statutory notice period which relates to your substantive post with the council remain unchanged.

Probationary period

The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be received by email to jobs@belfastcity.gov.uk by **4pm Wednesday, 26 January 2022**.

Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.

Please note that it is the candidate's responsibility to ensure that his or her application form is submitted and received in the Human Resources Section via jobs@belfastcity.gov.uk by this

closing date and time. Application forms returned electronically must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Tuesday, 1 February 2022**. Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held on **Tuesday, 8 February 2022** and will be held via MS Teams.

The council will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.

Belfast City Council

Application for appointment as:

Community Development Officer (PO1)

There are three full-time, permanent posts
(These permanent posts are being internally trawled as a result of the council's ongoing programme of re-organisation and change. Applicants must be current Belfast City Council employees as at Wednesday, 26 January 2022 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply.)

Community Services Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Wednesday, 26 January 2022.**

Completed application forms should be emailed to jobs@belfastcity.gov.uk and you will receive an automatic reply when your application has been received. If you don't receive an acknowledgement within 30 minutes, please call 9027 0640 to confirm receipt (office hours are normally Mon-Thurs 8.30am-5pm, Fri 8.30am-4.30pm). You must confirm receipt **before** the closing date and time as we will not be able to accept applications that are sent but not received before the closing date and time.

Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.

If you have a disability and require any reasonable adjustments, or your first language is not English and you require any assistance with any aspect of our recruitment and selection process, please call 028 9027 0640

Belfast City Council is an equal opportunities employer and we welcome applications from all sections of the community



**Belfast
City Council**

In addition to filling the immediate vacancies, we also intend to create a reserve list of successful applicants, in strict order of merit based on performance at interview. We anticipate that this list will last for 12 months, or until it is exhausted, whichever is sooner.

Therefore, should a similar post to the immediate vacancies become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

These posts may be either on a permanent or temporary basis and may be working full-time, part-time or job-share hours.

Please indicate below whether you would be interested in a permanent, or temporary (including fixed term) posts working full-time, part-time or job-share hours by ticking the appropriate boxes.

If you are interested in permanent, temporary, full-time, part-time and, or job share positions please tick (✓) all of the relevant boxes below:

Contract type:

Permanent **Temporary**

Hours of work:

Full-time **Part-time** **Job share**

You can apply for all positions and, if appointed to the reserve list, you will be considered for permanent and temporary vacancies and for full-time, part-time and, or job share hours.

If you apply for all positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post. Similarly, you can accept a post working part-time hours without giving up your right to be offered a post working full-time hours.

It is important to note: If you are placed on the reserve list, you will only be offered vacant posts on the basis of the information you have provided above. For example, if you have ticked that you are applying for a permanent position only and a temporary position becomes available, we will not offer you this temporary post.

Community Development Officer – Locations

Below is a list of the current vacancies for the post of Community Development Officer including the area of work/ responsibility and locations applicable to each vacancy. Please indicate the specific area of work/ responsibility and locations you would be interested in by indicating your preferences in order of 1, 2, 3.

Please note that although you may be initially appointed to a specific area of responsibility/ location, the Community Services Section reserves the right to transfer you to any other area of responsibility/ location under the control of the section depending on operational requirements.

Belfast City Council also intends to create a register of successful applicants, in strict order of merit based on performance at interview, from which vacancies may be filled if they become available. It is anticipated that this list will last for 12 months, or until it is exhausted, whichever is sooner. These posts may be on a permanent, non-permanent, full-time or part-time/ job share basis. Please note vacancies that arise and may be filled from reserve may be in locations / areas other than the below three listed.

Post	Work base	Area of responsibility	Preference 1,2,3
CDO Facilities	Horn Drive CC	Horn Drive CC, Glen CC, Whiterock CC	
CDO Area Support	Duncairn CC	Duncairn and Inner North Catchment	
CDO Area Support	Divis CC	Divis and Greater Falls Catchment	

Section 1: Personal details

Are you currently employed by or an agency assignee of Belfast City Council?

(If you only work within Belfast City Council on a casual basis please mark your answer as No [see below])? Yes No

Are you a current casual worker with Belfast City Council?

(Please note: casual workers are ineligible for this post.) Yes No

1. Your details

(a) Title: (Mr, Mrs, Ms, Miss, Mx, Dr etc)

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

3. Other information

National insurance number:

I certify that the information that I have supplied in this form is correct and I understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of the council.

Signed:

Date:

Section 2: Qualifications and current position held

4. Qualifications

- (a) Details of qualifications obtained (please refer to employee specification):
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.
If applicable, applicants must, as at the closing date for receipt of application forms, have a relevant third level qualification in a community development or social science discipline such as Community and Youth Work, Sociology, Social Policy or an equivalent qualification or an award recognised under the Report of the Joint Negotiating Committee for Youth and Community Workers.

Please note, the council reserves the right to short-list, in the second instance, only those applicants who, as at the closing date for receipt of applications, have a relevant additional post-graduate qualification.

Please detail your relevant qualification below:

Year:	Examining body / University / College:	Level of qualification:	Subject:	Grade or mark:

- (b) If you are applying for a post on the basis of a qualification which is not stated on the employee specification but which you consider to be equivalent, please list the main topics and modules below to demonstrate how you feel it is equivalent in terms of level, breadth, depth and content etc. Please also provide any further information which you feel supports your case.
 (The selection panel will make the final decision on the relevance and equivalence of your qualification.)

Year:	Examining body / University/College:	Level of qualification:	Subject and modules studied:	Grade or mark

Any other support evidence as to the equivalence of the qualifications stated, for example, breadth of overlap with qualification as detailed in the employee specification:

- (c) **Current position held:**

Current Job Title:	Grade:	Date appointed:

Section 3: Experience

5.
You must complete this form in either typescript (Arial font size 11) or legible hand-writing using black ink. You must limit your text in the next section to no more than one A4 page. You must not use continuation sheets. If you submit more than one page, the short-listing panel will only consider the first page of information and you may not be short-listed.

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on the application form, that they meet the experience as stated in the employee specification.

Essential criteria

Applicants **must**, as at the closing date for receipt of applications, either:-

- have a relevant third level qualification in a community development or social science discipline such as Community and Youth Work, Sociology, Social Policy or an equivalent qualification or an award recognised under the Report of the Joint Negotiating Committee for Youth and Community Workers **and** be able to demonstrate by providing personal and specific examples on the application form, at least one year's relevant experience in each of the following three areas:

or

- be able to demonstrate by providing personal and specific examples on the application form, at least two years' relevant experience in each of the following three areas:
 - a) taking a lead role in community development projects including contributing to the development of related strategies and policies; and designing and developing action plans to meet community needs;
 - b) managing community facilities and staff resources including budgets and associated administrative duties; and
 - c) undertaking grant aid assessment including evaluating monitoring information and making recommendations on funding awards.

Short-listing criteria

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of applications:

- in the first instance, can demonstrate either a relevant third level qualification in a community development or social science discipline such as Community and Youth Work, Sociology, Social Policy or an equivalent qualification or an award recognised under the Report of the Joint Negotiating Committee for Youth and Community Workers and two years' relevant experience in each of the three areas **or** three years' relevant experience (as outlined above) in each of the three areas (a) to (c); and
- in the second instance, have a relevant additional post-graduate qualification.

In boxes (a), (b) and (c), please provide the following details:

- (a) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail how you have taken a lead role in community development projects, the nature of these projects and what they involved; how you have contributed to development of related strategies or policies, the purpose of these strategies or policies, the outcomes achieved by developing these strategies or policies; the action plans you have designed and developed, your specific role in designing and developing these plans, how these met community needs, etc.
- (b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the community facilities that you have managed including your specific duties and responsibilities in relation to this; the staff resources that you have managed, the type and number of staff and how you managed them; the budgets that you have managed including the value of these budgets; and relevant administration duties including any systems you have used to assist with this, etc.
- (c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the grant aid assessments you have undertaken, your specific role in assessing these grant applications, the monitoring information you have evaluated, the recommendations you made for awarding funding, who the funding was for, etc.

5a.

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience (as outlined in the Employee specification) of taking a lead role in community development projects including contributing to the development of related strategies and policies; and designing and developing action plans to meet community needs.

(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate either at least two years' or three years' relevant experience in this area.)

Continuation sheets must not be used

5b.

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience (as outlined in the Employee specification) of managing community facilities and staff resources including budgets and associated administrative duties.

(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate either at least two years' or three years' relevant experience in this area.)

Continuation sheets must not be used

5c.

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience (as outlined in the Employee specification) of undertaking grant aid assessment including evaluating monitoring information and making recommendations on funding awards.

(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate either at least two years' or three years' relevant experience in this area.)

Continuation sheets must not be used

Equal opportunity monitoring form

HR Reference number: 0000001388/

Belfast City Council is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the council on the basis of ability, qualifications and aptitude for the work. To ensure the effective implementation of the Equal Opportunities Policy all applicants are requested to complete the following questionnaire. This questionnaire will be removed from your application form and will be strictly controlled in accordance with the Code of Practice on Monitoring agreed with Trade Unions.

This questionnaire will not be seen by either the short-listing or interview panels.

Personal details:

Date of birth:

Gender Identity:

How do you define your gender?

Male Female Prefer not to answer

I use another term (for example, Intersex, non-binary), please specific:

Do you consider yourself to be trans* or transgender**?

Yes No Prefer not to say

* Trans can be used as an umbrella term to describe people whose gender is not the same as, nor does it sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms e.g. transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, crossdresser, genderless. The use of trans as an umbrella term may not be acceptable to all transgender people.

** Someone who intends to transition, is transitioning or has transitioned from the gender they were assigned at birth.

Family status:

Married Single

Divorced Separated

Widowed

Cohabitant Same sex marriage

Civil partnership Dissolved civil partnership

Prefer not to answer

Other, please specify

Ethnic origins:

White Indian

Pakistani Bangladeshi

Chinese Irish Traveller

Black African Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

Please state your nationality or citizenship (for example, British, Irish, Polish):

Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

Persons with and without a disability:

A person has a disability if they have “a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities” (Disability Discrimination Act, 1995)

Do you, in accordance with the above, have a disability?

Yes No
Prefer not to answer

Disability

If yes, please state nature of disability:

If No, have you ever had a disability?

Yes No
Prefer not to answer

History

While the selection panel will be made aware that you have a disability for the purposes of operating the Guaranteed Interview Scheme, they will not know the nature of your disability or if you need any reasonable adjustments as part of the recruitment and selection process unless you advise them.

Therefore, if you require any reasonable adjustments as part of the recruitment and selection process, please outline them:

If you wish to discuss any of this information further or you require any further clarification about the Guaranteed Interview Scheme, please feel free to contact our Helpline on **(028) 9027 0640** and we will be happy to help.

In addition, if you are aware of any adjustments that you will require, should you be successful in obtaining the job, please outline them:

Persons with and without dependants:

If yes, please tick the relevant box(es) below- you may tick more than one box

Do you look after or are you responsible for caring for anyone? Yes No

If yes, please tick the relevant box(es) below- you may tick more than one box

Children Relative A person with a disability

Prefer not to answer

Other, please specify:

Official use only:

Dependants

Sexual orientation:

What best describes your sexual orientation?

Bi

Gay/lesbian

Heterosexual/straight

Prefer not to answer

I use another term, please specify:

Orientation

Religious affiliation or community background:

The council is required by The Fair Employment and Treatment (NI) Order 1998 to monitor the perceived religious affiliation or community background of its employees and applicants. In accordance with the Monitoring Regulations 1999, we are asking you to indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic communities

Prefer not to answer

Code

Method

Please note: If you do not complete this section, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of personal information on your application form.

Religious belief or tradition:

Please specify your religious belief, for example, Christian, Hindu, Muslim:

No religious belief

Not disclosed

Religious belief