

**Application Form:**

Thank you for your interest. This Application Form should be completed in full using **BLACK INK**. Applicants will be assessed only on the information requested in the Application Form. Curriculum Vitae will not be considered. Failure to fully complete the Application Form may cause your application to be rejected.

Job applied for: Project Development Manager

**PERSONAL DETAILS**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nat.Ins.No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have access to transport to meet the needs of the post? YES / NO

Do you have a Full driving licence? YES / NO

May we contact you at work? YES / NO

Available Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Completed Application Forms **MUST** be received not later than:

**Tuesday 22nd January at 12.00 noon**

Applications received after the above time will not be considered.

Please return form to: **Suzanne (Admin Office)**

Coleraine Sure Start Partnership

34c Society Street

COLERAINE

BT52 1LA

Or email: [suzanne@colerainesurestart.org.uk](mailto:suzanne@colerainesurestart.org.uk)

Job Reference:\_\_\_\_\_\_\_\_\_

**EDUCATION**

a) Please give full particulars of all secondary level educational qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| Level | Subject Passed | Grade | Year Attained |
|  |  |  |  |

b) Please give full particulars of all further educational qualifications.

|  |  |
| --- | --- |
| Degree/Diploma/Certificate | Month/Year Obtained |
|  |  |

c) Please specify any professional qualifications/memberships obtained including dates awarded.

|  |  |
| --- | --- |
| Name of professional body | Part No. with date and result |
|  |  |

d) Additional qualifications, training etc relevant to this post (with dates).

**MEDICAL HISTORY**

1. Please provide brief details an approximate dates of any periods of sickness over the past two years.

b) Do you have a medical condition which may affect your performance in the job? Yes/No

If yes give details.

**EMPLOYMENT HISTORY**

**Previous Employment**

Name and address of present employer:

Date appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notice Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal duties of Present Post:

**EMPLOYMENT HISTORY**

PREVIOUS POSTS – starting with the most recent

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employer** | **Details of Post** |
|  |  |  |

**JOB RELATED EXPERIENCE**

Applicants must indicate how their experience to date meets the requirements of the job description and fulfils the criteria contained in the Person Specification. Experience gained outside the workplace may be included. Please continue on a separate sheet if necessary.

|  |
| --- |
| **ESSENTIAL CRITERIA** |
| **A minimum of two years’ experience of working in partnership with other agencies and organizations** |
| **Evidence of good communication skills - both oral and written** |
| **Evidence of the ability to work effectively in a team and on your own initiative** |
| **Evidence of good IT skills and competent use of Microsoft Word, Excel, Power Point and Outlook** |
| **DESIRABLE CRITERIA** |
| **Experience of setting up and/or managing a quality assurance system eg PQASSO or ISO** |
| **Understanding of community development principles** |
| **Group facilitation or training** |
| **Knowledge and understanding of underlying principles of Sure Start** |

**REHABILITATION OF OFFENDERS – (NI) ORDER 1978 AND (EXCEPTIONS) ORDER 1979.**

Unprejudiced consideration will be given to candidates who declare criminal conviction(s) unless their offence(s) is/are manifestly incompatible with the post in question.

Do you have or have ever had any convictions, cautions or bind-over orders in relation to any offence of any kind, which are to date unspent?

Please write “Yes” or “No” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Do not leave blank)**

**Note:** Custodial sentences of over 30 months can never become spent.

If you answered “Yes”, please give full details of the offence including the nature of the conviction, dates of conviction and sentence imposed.

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**Note:** that under the 1979 Rehabilitation of Offenders (Exception) Order, as amended by the 1987 Amended Order, an ex0offender must disclose information about current and spent convictions if the post involves access to the young, the old, the mentally or physically disabled or the chronic sick. If you are successful in this application, it may be necessary for a police check to be carried out before appointment can be confirmed. By signing this application for employment, you are agreeing to this check.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give the names and addresses of two persons not related to you from whom references may be sought. One of these **MUST** be your present or most recent employer who is able to comment on your ability to carry out tasks of the position applied for.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I hereby declare that to the best of my knowledge the above information is true and accurate.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: A CANDIDATE FOUND TO HAVE KNOWINGLY GIVEN FALSE INFORMATION, OR WILFULLY SUPPRESSED ANY MATERIAL FACT, MAY BE LIABLE TO DISQUALIFICATION OR, IF APPOINTED, TO DISMISSAL.**



**JOB DESCRIPTION**

**TITLE** : Project Development Manager

**LOCATION** : Sure Start Office

**RESPONSIBLE TO**: Programme Manager

**Summary:**

As part of the senior management team, to provide support to the Partnership in the management of staff, services, evaluation and other developmental initiatives.

**Main Duties and Responsibilities**

**Delivery and Promotion of Services**

* To provide an over-arching role in planning and overseeing activity which is integrated into the full Sure Start programme and is complimentary to the activities of other service providers.
* Under guidance, to maintain the public profile of Coleraine Sure Start Partnership including updating the website and social media, liaising with the design/print company, writing of press releases etc.

**Information and Evaluation**

* To work with the core team in the development and analysis of information relating to evaluation and measurement of services provided.
* To maintain, update and circulate Policies and Procedures to staff and partners as appropriate.
* To support the administration of projects and initiatives as required.
* To develop and maintain quality assurance systems in conjunction with the Programme Manager and wider core team.
* To participate in the collation of all relevant information to inform a yearly business plan.
* To complete necessary reports to support the requirements of Coleraine Sure Start, NCCP and the Department.
* To participate in consultation with users.

**Staff Management**

* To support, supervise and appraise staff in a multi-disciplinary team.
* To support the development and delivery of services by the team and manage performance to meet annual targets.
* Identify the training and development needs of designated staff.
* Take part in recruitment and selection of staff to agreed levels.

**Other**

* To perform the functions of Designated Child Protection Officer.
* To attend meetings both internal and external to promote the work of Sure Start, deputising for the Programme Manager when required.
* To ensure appropriate expenditure of any allocated budget in conjunction with the Programme Manager.
* To adhere to Sure Start policies and procedures.
* To maintain confidentiality at all times.

This job description is not intended to be rigid or inflexible, but provides guidelines within which the individual works. It must be noted that the duties designated and the location of the post may be subject to change in the future, to meet the needs of the project.

**PERSON SPECIFICATION**

**Title**: Project Development Manager

**Salary**: NJC Scale SO1, Point 29-31 pro rata for **30 hours**

**ESSENTIAL CRITERIA**

* + - 1. GCSE English and Maths at Grade C or above (or equivalent)
      2. Third level qualification in relevant discipline eg Business Studies, Community Development, Early Years or Social Work
      3. At least one year’s proven ability of effectively managing a staff team
      4. A minimum of two years’ experience of working in partnership with other agencies and organisations
      5. Proven ability of planning and leading initiatives effectively
      6. Evidence of good communication skills - both oral and written
      7. Evidence of the ability to work effectively in a team and on your own initiative
      8. Evidence of good IT skills and competent use of Microsoft Word, Excel, Power Point and Outlook
      9. Candidates must have access to a form of transport which will permit them to meet the requirements of the post in full

**DESIRABLE CRITERIA**

1. Experience of setting up and/or managing a quality assurance system eg PQASSO or ISO
2. Understanding of community development principles
3. Group facilitation or training
4. Knowledge and understanding of underlying principles of Sure Start

**Fair Employment Monitoring Questionnaire**

**Ref No: Private & Confidential**

**Introduction:** We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:** Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please 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 not a member of either the Protestant or the Roman Catholic communities:

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| Male: |  |  |
|  |  |  |
| Female: |  |  |

Section 1 of the Disability Discrimination Act describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long-term effect on his or her ability to carry out normal day-to-day activities’.

Using this definition, would you consider yourself to be disabled? Yes No

*(please tick as appropriate)*

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***