**IMPORTANT INFORMATION FOR APPLICANTS**

Dear Applicant

Thank you for your interest in the post of **Project Coordinator, PC2’19.**  Please read all the information you find in this pack as follows:

* + NICVA’s Mission Vision and Values statement
  + NICVA’s Equal Opportunities Policy Statement and Privacy Statement
  + Applicant Guidance Notes
  + Job Application Form and Monitoring questionnaire
  + A Job Description and Personnel Specification including information on **how each criterion will be assessed** throughout the recruitment selection process.

NICVA requires that **all** sections of the Job Application Form are completed in full. This includes the completion of the Monitoring questionnaire.

If you write in any section of the Job Application Form “*see attached sheet or CV”,* or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications. You may, however, attach continuation sheets if necessary.

Please note that one or more of the desirable criteria may be used by the panel for shortlisting purposes if required.

We request the monitoring information to help NICVA promote equality of opportunity in employment. Our recruitment policy operates on the merit principle, i.e. we select the best person for the job regardless of religious or other beliefs.

We would like you to know that:

* only the Job Application Form is considered by the Recruitment Panel, who short-list and interview for vacancies;
* the Monitoring Questionnaire is retained by our Monitoring Officer for compiling statistical information;
* this procedure is approved by the Trade Union recognised by NICVA, SIPTU.

**DISABILITY** If your disability precludes you from completing this form or from any part of the selection process contact Human Resources for alternative arrangements and/or reasonable adjustments to be made.

The successful candidate will be required to provide documentation to support the claim that they are entitled to work in the UK. This is required under Section 8 of the Asylum & Immigration Act 1996, the law for all UK employers on preventing the employment of illegal workers.

Completed applications should be sent by **12noon on Monday 23 September 2019** to [monitoringofficer@nicva.org](mailto:monitoringofficer@nicva.org) or delivered to the Monitoring Officer, NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB.

Thank you

**NICVA's Vision, Mission and Values**

**Vision**

NICVA's vision is of an effective, vibrant voluntary and community sector which helps build a fair and equal society.

**Mission**

NICVA's Mission is to represent and promote the voluntary and community sector in Northern Ireland and to provide support and leadership to it.

**Values**

1. NICVA is committed to equality, justice and promoting diversity and opposes discrimination of any sort.
2. NICVA is committed to positive social change to address poverty and exclusion.
3. NICVA is committed to partnership working and adopts a community development approach.
4. NICVA values its staff and volunteers as the key resource of the organisation.
5. NICVA is committed to pursuing social, environmental and economic sustainability.
6. NICVA is an independent organisation and is non party political.
7. NICVA strives for excellence in all that it does in order to provide high quality services.
8. NICVA conducts its business in an open, honest, transparent and accountable way to its members and stakeholders.

**NICVA Equal Opportunities Policy statement**

NICVA is an Equal Opportunities Employer and as such NICVA management will rigorously observe the principles and actively pursue the objectives set out in the discharge of their responsibilities so that this policy is fully implemented. It is our policy to provide employment equality to all, irrespective of:

* Gender (including persons who intend to undergo, are undergoing or have undergone gender reassignment)
* Pregnancy or Maternity Leave
* Marital status or Civil Partnership or family status
* Religious belief
* Political opinion
* Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
* Disability
* Sexual orientation
* Age
* Having or not having dependents

NICVA is opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

Our Equal Opportunities Policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully used to maximise the efficiency of the organisation. We are committed to:

* Promoting a good and harmonious working environment in which all persons are treated with respect and dignity.
* Preventing any form of direct or indirect discrimination or victimisation.
* Promoting equal opportunities for women and men.
* Securing fair participation for Catholics and Protestants.
* Promoting equal opportunities for people with disabilities.
* Promoting equal opportunities for the beliefs of all individuals.
* Promoting equal opportunities for ethnic minorities.
* Promoting equal opportunities for people of different sexual orientation.
* Promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated.
* Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice.
* Taking any necessary positive/affirmative action.

Any act which contravenes the equal opportunities policy and practice will be regarded as gross misconduct and could lead to disciplinary action including dismissal being taken against an employee in breach of the procedure.

**Your right to privacy:**

NICVA is committed to protecting the privacy of all of our job applicants and we uphold high standards in information security and transparency. We protect your personal information and rights in accordance with accepted standards of best practice and our own policies.

We use your information in order to shortlist and assess candidates, and to satisfy legal requirements, as part of the recruitment process. This is outlined in the NICVA Staff Privacy Notice, which can be found at <http://www.nicva.org/staff-privacy-notice>.

Application information is held for 6 months from the end of the recruitment process for unsuccessful candidates. If you are successful, all of your application information forms part of your personnel file and is held and used by us to manage the ongoing employment relationship.

Equal opportunities monitoring information is kept for 3 years from application to satisfy legal requirements in the case of unsuccessful candidates, and 3 years from the end of employment for successful appointees.

By submitting an application form to us, your information will be processed as outlined in the Staff Privacy Notice.

**Applicant Guidance Notes**

Please read the following guidance in full.

* Before completing the form, consider all aspects of the job and person specification and think about how all of your experience and skills gained from work or on a voluntary basis relate to each criterion specified for this post.
* Short listing for this post will be undertaken using only the information you have provided in response to each criterion below.
* In responding to the criteria set out in the application form, you must demonstrate by **describing fully** how and to what extent you meet the experience sought by providing clear information and examples.
* In response to each criterion which requires experience of a certain length, **you must specify the job role, organisation name and relevant dates** of the experience gained.
* It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as theselection panel **will not make assumptions** on job titles or the nature of the organisation as to the experience gained.
* **You are required to respond to each criterion below in no more than 300 words.**
* Please remember it is the quality of the responses given below along with precise details of where and when the experience was gained which will be considered by the panel.
* We recommend you proofread your application form before submitting it.

We hope you find this guidance helps you in completing the form set out below.

**IN CONFIDENCE**

## NORTHERN IRELAND COUNCIL FOR VOLUNTARY ACTION

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| **POST: Project Coordinator**  **APPLICATION REF NO: PC2’19**  **CLOSING DATE: 12noon, Monday 23 September 2019** |

This post is open to Job Share This is not a Job Share post

X

(see information for applications)

**Please complete all sections of this application using black ink or typescript.**

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| PERSONAL PARTICULARS |
| Name:  Address:  Telephone Number for contact:  Email address for contact: |

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| --- | --- | --- | --- |
| EDUCATION Please do not include dates. | |  | |
| Subjects passed at ‘O’ Level/GCSE (Equivalent) | | Subjects passed at ‘A’ Level/GCSE (Equivalent) | |
| Degrees or diplomas and institutions attended | | | |
| PROFESSIONAL QUALIFICATIONS | | | |
| Name of professional body or bodies | (i) By Examination  and Result | | (ii) By Election |

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| **PRESENT EMPLOYMENT (if any)** |
| Name and Address  of employer      **(*Please state if this is your present or last employer*)**    Post Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates of employment: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Duties of Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_\_\_\_\_\_ Present Salary: \_\_\_\_\_\_\_\_\_ Period of Notice: \_\_\_\_\_\_\_\_\_\_\_ |
| VOLUNTARY SERVICE OR COMMUNITY WORK |
| Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis. |

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| WORK EXPERIENCE |
| Please list, starting with the latest, any previous positions you have held which are relevant to the application, with the name of the organisation and a brief description of duties and relevant dates. |

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| RELEVANT EXPERIENCE TO THIS POST |
| **Please ensure you read the important guidance information above in the Applicant Guidance Notes section above to assist you in completing this form.**  **Experience and Qualifications**  **Essential:**   1. A minimum of three years’ project management experience to include, delivering project objectives on time, monitoring and measuring ongoing project performance and event planning and coordination. 2. Previous experience of identifying development needs and providing support to community based organisations. 3. At minimum of one year’s working experience updating and maintaining a database to record programme activity and produce reports. 4. Proven experience of monitoring and evaluation methods. 5. Proficient in the use of desktop applications such as Microsoft office and internet and email.   **Desirable:**   1. Minimum of one year’s experience using websites, social media and other forms of communication for project promotion. 2. Experience of working with faith-based community organisations. 3. Degree level qualification (or equivalent)   **Skills and competencies**  **Essential:**   * Excellent facilitation skills to ensure effective meetings and events.   **Interests and knowledge**  **Essential:**   * An interest and understanding of the voluntary and community sector in Northern Ireland.   **Desirable:**   * An interest and knowledge in the work and development of faith based organisations.   **Other requirements**  **Essential:**   * Ability to work occasionally during evenings and weekends. |
| REFEREES |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current employer/or most recent employer/s. In some instances and with prior agreement, we may accept an academic reference or a reference gained in a voluntary capacity. These referees may be approached if you are shortlisted for interview, unless you specify otherwise.  1 Name:  Address:  Position:    2 Name:  Address:  Position: |
| **Eligibility to work in the UK**  Are you eligible to work in the UK? YES NO □  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |
| **EQUAL OPPORTUNITIES:**  I confirm that I have read and understood NICVA’s Equal Opportunities Policy: YES NO  You will be required to adhere to NICVA’s Equal Opportunities policy if appointed to the role. |
| **DECLARATION:** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.    **Signature:**  **Date:** |
| **PLEASE RETURN TO:**  [**monitoringofficer@nicva.org**](mailto:monitoringofficer@nicva.org) **or post to**  **THE MONITORING OFFICER**  **NICVA 61 DUNCAIRN GARDENS**  **BELFAST BT15 2GB** |

**NICVA’S EQUAL OPPORTUNITIES MONITORING FORM**

**IN STRICTEST CONFIDENCE**

Ref no: **PC2’19**

1 Perceived Religious Affiliation

I am a member of the Protestant Community

I am a member of the Catholic Community

I am a member of neither the Protestant or the Catholic Community

Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Gender

I am FEMALE MALE

3 Marital Status

I am MARRIED SINGLE OTHER

4 Disability

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”. Having read this definition do you consider yourself to have a disability?

YES NO

5 Age Band

16-20 21-30 31-40 41-50 51-60 61-65 65 +

6 Cultural / Ethnic Origin

Chinese Traveller

Indian Black/African – Caribbean

Pakistani White

Asian Others Other

(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 Other Information

To monitor the effectiveness of our advertising please indicate where you saw this position advertised:

NICVA website

Communityni Website

Belfast Telegraph

NIJobfinder Website

Jobs and Benefits Office

NIjobs

Social Media

Other

If Other, state where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_