

Youth Development Officer PT (maternity cover)

Expected Date for Interview

Tue 26th February 2019
(depending on number of applicants)

Guidance Notes on Completing the Application Form

Thank you for requesting an application pack for a job opportunity with Belfast Hills Partnership.

In order to ensure that your application is considered you must complete the application form in this pack and return by hard copy or e-mail not later than **2pm on Friday 8th February 2019**.

Candidates will be selected for interviews only on the basis of the information supplied on this form. It is in your best interest to follow all instructions and complete all necessary sections in a clear and concise manner. **Candidates are also expected to keep the above interview date free in their diaries.**

All applications must be completed in **BLACK** ink / typescript and **ALL** boxes / questions must be completed. Failure to do so may result in your application not being considered.

You have been supplied with a job description which sets out the essential and desirable criteria for this job.

When completing this form you are requested to study the criteria and you should **CLEARLY** indicate how your experience or qualifications are relevant to the job specification. If you find that you cannot include all relevant information in the spaces provided you may continue on additional sheets but please ensure these are referred to and securely attached.

If you do not have the qualifications requested but do have an equivalent you must include details of this, clearly demonstrating their equivalency. The panel may not assume you have the qualifications or experience required.

We would envisage that successful candidates to be in post March/April 2019.

Please do not include a CV.

***Belfast Hills Partnership
Scheme manager
9 Social Economy Village
BELFAST, BT17 0XS
Tel: 028 90603466
Email: info@belfasthills.org***

You will be contacted by us only if you have been shortlisted for interview.

Background Information

The Belfast Hills Partnership (BHP) was set up in 2004 by a range of statutory bodies, interest groups and community representatives concerned about the range of issues facing the Belfast Hills.

The Belfast Hills Partnership operates as an independent not-for-profit company limited by guarantee and has charitable trust status. It has an operational area which covers the uplands to the west and north of Belfast, running from Boomer's Hill and Slievenacloy in the south to Cave Hill and Carnmoney Hill in the north.

Its programmes and projects cover a wide range of activities covering biodiversity, planning and development, access, heritage and landscape, with related work such as field work and surveys, website development, events and managing volunteers.

The Belfast Hills Partnership was successful in applying to the Big Lottery Fund for a youth based project called 'Our Bright Future'. This project supports young people to make long-term environmental improvements to their local area, benefiting neighbourhoods and communities across the country.

A range of other general information on the work of the Belfast Hills Partnership is available from our website www.belfasthills.org.



JOB DESCRIPTION

JOB TITLE: YOUTH DEVELOPMENT OFFICER (PT) Maternity Cover

RESPONSIBLE TO: SCHEME MANAGER

LOCATION: SOCIAL ECONOMY VILLAGE, HANNAHSTOWN, BELFAST

MAIN TASK: To be responsible for successfully delivering outreach and empowerment activities to 16-24 year olds relating to the local environment.

KEY AIMS OF ROLE

To be responsible for empowering young adults to plan and deliver environmental projects that will have a meaningful impact on their local environment, enabling these spaces to be better used by local communities, improving health and wellbeing. To play in a role in developing confident, experienced and multi skilled young people who can find employment, and continue to respect and care for the local green spaces, inputting into community planning towards a more sustainable future environment

Specific Tasks

1. To create, manage and execute youth engagement programmes in line with the work plan for Our Bright Future (OBF).
2. To empower young people through involving them in the planning and delivering of practical environmental projects. To mentor the young people and challenge their ideas, increase confidence in their own abilities to feed into local plans.
3. To train young people by providing a wide range of training courses including biological surveying, conservation skills, GIS/GPS skills, walking the hills, health & safety etc.
4. To be an ambassador for the Belfast Hills OBF at meetings, student groups, and events. This will involve evening and weekend working.
5. To monitor project success by recording engagement numbers, gathering feedback, monitoring budgets and writing evaluation reports.
6. To assist in all aspects of putting together regular newsletters, press releases, website info, social media updates etc. relating to the Youth Empowerment Project.
7. To work with other staff and volunteers to carry out any other duties required for the effective operation of the Partnership and its projects.

Essential Criteria

Successful candidates will demonstrate all of the following essential criteria:

1. (a). A Third level or equivalent professional qualification relating to nature conservation or practical countryside management **and** 6 months experience working with young people aged 16-24 yrs undertaking outreach work or education work (paid or voluntary).

or

1. (b) 1 years' experience in nature conservation/practical countryside management **and** 6 months experience in working with young people aged 16-24 yrs undertaking outreach/education work (paid or voluntary).
2. A minimum of 5 GCSE passes or equivalent including English and Maths.
3. Excellent oral and written communication skills.
4. Experience of carrying out a range of outdoor tasks and activities e.g. tree planting, path maintenance, drainage & pond work, survey work.
5. IT Skills such as competency in the use of MS Word, Microsoft outlook, Internet Explorer, Power Point.
6. Experience of leading and/or organising events and walks.
7. Access to a suitable means of transport to fulfil the requirements of the post.
8. The ability to work evenings or weekends as required.

Desirable Criteria

In addition, the following criteria will be desirable from the candidates:

1. Experience of designing and carrying out youth engagement programmes relating to nature conservation in an outdoor setting.
2. Knowledge and interest in environmental issues relating to the Belfast hills including local wildlife.
3. Previous experience in use of GIS mapping and recording.
4. A full and valid driving licence and access to suitable means of transport.
5. (a). A Third level or equivalent professional qualification relating to nature conservation or practical countryside management **and** 1 year experience working with young people aged 16-24 yrs undertaking outreach work or education work (paid or voluntary).

or

- (b) 2 years' experience in nature conservation/practical countryside management **and** 1 year experience in working with young people aged 16-24 yrs undertaking outreach/education work (paid or voluntary).

N.B. The successful candidate will be expected to undertake an AccessNI check.

Terms and conditions

Length of Contract: Till Dec 2019

Salary: Pro rata of £25,000

Hours: 21 per week

Holidays: Pro rata of 25 days + 12 statutory days

Probationary Period: 3 months

Notice: 1 month

**PRIVATE AND CONFIDENTIAL
APPLICATION FORM**



Job No: Ref 19/02 **Application Number:**

For the post of: **Youth Development Officer PT (maternity cover)**

- *The completed Application Form and additional materials must be returned by hard copy or email not later than 2pm on Friday 8th February 2019.*
- **Applications received by the Partnership after this date and time will not be accepted, nor will faxed applications and/or Curriculum Vitae.**
- *Emailed copies must be addressed to info@belfasthills.org. We will try to acknowledge receipt as soon as possible.*
- *Hard Copy applications must be returned in an envelope clearly marked PRIVATE AND CONFIDENTIAL and addressed to: **The Scheme Manager, Belfast Hills Partnership, 9 Social Economy Village, BELFAST BT17 0XS.***

Personal Details – N.B. this page will not be available to shortlisting panel

Title: Surname:

Forename(s):

Home address:

Post Code: Telephone No:.....

Mobile:..... Email address :.....

National Insurance Number:

Do you require a work permit to work in the UK? YES NO

Do you consider yourself to have a disability? **Yes** **No** (please tick as appropriate)

If **yes**, is there anything we need to know about your disability in order to offer you a fair selection interview, e.g. car parking facilities, access facilities?

COMPLETE BOTH SIDES Job No: Ref 19/02 Application Number:

Qualifications

Date (month & year)	Examining Body	Type & Level	Subject	Grade

(Please use additional sheets if necessary)

Further/Higher Education

If you have attended university, polytechnic or college, please give:

Name of establishment	Qualification (Subject & Level)	Dates of study		Date Obtained
		From	To	

Please give details of any other professional qualifications or relevant training

Title of qualification or training	Examining Body	Date obtained

COMPLETE BOTH SIDES Job No: Ref 19/02 Application Number:

Present Post

Please give the following details if you are currently employed

Name & Address of Current Employer	Job Title	Brief List of Main Duties

Current Salary..... Date Appointed..... Period of Notice.....

Previous Posts & Experience

Beginning with the most recent post, please list your previous posts.

Name & Address of Employer	Job Title	Duties (briefly) and Reason for Leaving	Dates (Month & Year)	
			From	To

(Please continue on additional sheets if necessary)

Supporting Information

• We shortlist only on the information which you provide in this application form. You have provided information on your qualifications and employment. You are invited to make a statement in the section below showing specific evidence as to how you meet the other essential criteria outlined in the Job Description. Please state exact duration of any experience and nature e.g. full-time, part-time, volunteer. (Please continue on additional sheets, if necessary).

1. Relevant experience in nature conservation/practical countryside management and working with young people aged 16-24 years old undertaking outreach/educational work.

Essential Criteria (continued)

2. Excellent oral and written communication skills.

3. Experience of carrying out a range of outdoor tasks and activities e.g. tree planting, path maintenance, drainage & pond work, survey work.

Essential Criteria (continued)

4. IT skills such as competency in the use of MS Word, Outlook, Internet Explorer, Power Point.

5. Experience of leading walks and/or organising events and walks.

6. Access to a suitable means of transport to fulfil the requirements of the post.

7. The ability to work on evenings or weekends as required.

Please make a statement in the box below showing specifically how you meet the desirable criteria outlined in the Job Description. (Please continue on additional sheets, if necessary).

1. Experience of designing and carrying out youth engagement programmes relating to nature conservation in an outdoor setting.

2. Knowledge and interest in environmental issues relating to the Belfast Hills including local wildlife.

3. Previous experience in use of GIS mapping and recording.

4. A full and valid driving licence and access to a suitable means of transport.

COMPLETE BOTH SIDES Job No: Ref 19/02 Application Number:

Please Indicate how you became aware of this vacancy.....

Referees

Applicants are required to supply names of 2 suitable referees from current and/or previous employment. Both referees should be able to comment on the ability to carry out the responsibilities of the role.

Name:	Name:
Address:	Address:
Contact Tel No	Contact Tel No
Occupation	Occupation

• Please ensure that you have completed the Equal Opportunities Monitoring Form and return it together with this Application Form in an envelope addressed to the Monitoring Officer clearly marked “PRIVATE AND CONFIDENTIAL”.

Declaration by applicant

The foregoing particulars are complete and correct to the best of my knowledge and belief. I understand that any false information given may result in a job offer being withdrawn or to dismissal and that any offer of employment made by Belfast Hills Partnership is subject to receipt of satisfactory references and/or vetting checks.

I consent to the processing of this information for the purposes of my application, subsequent employment and agree to personal vetting or other such searches being made, as may be necessary, now or in the course of my employment.

Usual signature:

If applying by email you will be asked to sign this at interview if shortlisted.

Date:

**Belfast Hills Partnership
9 Social Economy Village
Hannahstown Hill
BELFAST BT17 0XS
Email: info@belfasthills.org**

EQUAL OPPORTUNITIES MONITORING FORM



It is the policy of Belfast Hills Partnership to ensure that no job applicant receives less favourable treatment on the grounds of race, disability, religious belief, political opinion, gender, marital or family status, sexual orientation or age. Belfast Hills Partnership seeks the information below which will be treated in the strictest confidence and used for monitoring purposes only.

This sheet will be detached from the application form and will not be made available to anyone other than the Monitoring Officer.

Answer the following questions by ticking the appropriate box:

- 1. GENDER MALE FEMALE
- 2. DATE OF BIRTH _____
- 3. MARITAL STATUS MARRIED SINGLE DIVORCED
LEGALLY SEPARATED

- 4. PLEASE INDICATE THE COMMUNITY TO WHICH YOU BELONG:
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 COMMUNITY

5. DO YOU SUFFER FROM ANY DISABILITY OR HEALTH PROBLEM WHICH IS RELEVANT TO YOUR APPLICATION?

YES NO

NATURE OF DISABILITY _____

WHAT ADJUSTMENTS, IF ANY, ARE REQUIRED? _____

- 6. ETHNIC ORIGIN
BLACK AFRICAN BANGLADESHI BLACK CARIBBEAN CHINESE
INDIAN IRISH TRAVELLER PAKISTANI WHITE MIXED ETHNIC GROUP OTHER _____

OFFICIAL USE ONLY Job No 19/02	Application No.....
--------------------------------	---------------------