

## November 2023

**CASUAL WORKERS**

**SHORT TERM APPOINTMENTS REGISTER**

## CASUAL WORKER

## JOB INFORMATION & DUTIES

On occasion Springboard requires temporary cover for programme delivery. The Casual Worker role involves working with young people aged 16-24 years old, both on a one to one basis and within a group setting to provide support. The period of employment can vary from a few days to a maximum of 6 months and candidate names will remain on the Casual Worker register for a 12-month period and called to cover temporary gaps as needed.

**Post:** Casual Worker

**Responsible to:** Executive Director

**Reports to:** As designated

**Job Purpose:** To assist in provision of programme delivery/support.

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| **Summary of Duties** |
| Programme development/design  Participant support / mentoring  Session design/delivery  Programme marketing / participant engagement  Programme administration |

**General Responsibilities**

There are a number of standard duties and responsibilities all employees irrespective of their role within Springboard are expected to be familiar with and adhere to:

● Undertake administrative and organisational functions of the programme.

● Compliance of Springboard accounting systems.

● Complete monitoring and evaluation procedures as required by Springboard.

● Treat everyone with courtesy and respect

● Prepare for and participate in all individual and staff development activities

● Attend regular training and development opportunities to maintain an up-to-date skills and knowledge

● Participate fully in conferences, courses, meetings as required

● Participate in development of innovative and alternative approaches to work with young people

● To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of GDPR and amendments

● Awareness of organisation objectives and provision and compliance with all procedures, policies and regulations

● Promote the aims and objectives of the organisation

● Committed to and work within the code of conduct, mission, values and objectives of Springboard

● Carry out any other duties as required

This job duties are not exhaustive, and the job holder will be expected to be flexible. Other duties may arise of a more general nature which is consistent with the role.

**Inclusion on Short Term Appointments Register**

The successful candidates will have a relevant recognised Level II or above qualification and experience of working with or supporting young people

Once shortlisted, candidates will be placed on the register and called to cover temporary gaps as needed.

# Monitoring Form

# Ensure you fully complete the monitoring form and return with your application form.

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# APPLICATION FOR EMPLOYMENT

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| **Official use only** | | | |
| **Role:** | **Casual Worker** | **Role Reference Number** | **CW1123** |
| **Closing date / time** | **Ongoing** | **Applicant Number** | **CW1123** |

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| --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | |
| **Title (Mr, Mrs, Miss, Ms etc)** | | |  | | | |
| **Forename** | | |  | | | |
| **Preferred Name** | | |  | | | |
| **Surname** | | |  | | | |
| **Home Address** | | |  | | | |
| **Town & Postcode** | | |  | | | |
| **Address for correspondence (if different)** | | |  | | | |
| **Home Telephone Number** | | |  | | | |
| **Mobile Number** | | |  | | | |
| **Email Address** | | |  | | | |
| **National Insurance No** | | |  | | | |
| **Are you currently entitled to work in the UK?** | | | Yes | | No | |
| **Disability – Please specify if you have a disability which requires any adjustments to be made in order to participate in the interview process and/or perform the duties of the post applied for, providing details of any adjustment(s) required.** | | | | | | |
|  | | | | | | |
| EDUCATION (Results in GCSE or equivalent) | | | | | | |
| **Date** | | **Name of Qualification**  **(eg GCSE, NVQ etc)** | | **Subject** | | **Grade** |
| **From** | **To** |
|  |  |  | |  | |  |

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| FURTHER EDUCATION (eg HND, Degree, Masters) | | |
| **Degree/Diploma/Certificate** | **Result & Date Obtained** | **Exams to be taken** |
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| TRAINING | | |
| **Name** | **Level** | **Provider** |
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| **EMPLOYMENT HISTORY**  **Start with your present/most recent position and work backward through your career detailing any gaps in employment.** |

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| --- | --- | --- | --- | --- |
| **Employer (present or most recent post)** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | **Notice period required** | |  |
|  |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted Hours Per Week** |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | | | |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted Hours per Week** |  | |  | |

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| --- | --- | --- | --- | --- |
| **Employer** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | | | |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted per Week** |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | | | |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted Hours per Week** |  | |  | |

**Continue employment history on separate sheet / input tables if necessary.**

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| VOLUNTEERING EXPERIENCE | | |
| **Dates** | **Organisation** | **Duties** |
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| **ESSENTIAL CRITERIA** |

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| **Please outline how you meet the essential criteria for the short-term appointments register** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Availability to work** | | | | | | | | | | | |
| **Weekly availability: Tick the box/boxes below to indicate when you are available to work.** | | | | | | | | | | | |
|  | | | **Monday** | | **Tuesday** | **Wednesday** | | | **Thursday** | **Friday** | |
| **Morning (ie 9.00am-1.00pm** | | |  | |  |  | | |  |  | |
| **Afternoon (ie 1.00pm-6.00pm)** | | |  | |  |  | | |  |  | |
| **Time of year: tick box/boxes below to indicate when you are available to work** | | | | | | | | | | | |
| **No restrictions** |  | **All year** |  | **Summer only** | | |  | **Sept-May only** | | |  |

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| **DISCLOSURE OF CRIMINAL HISTORY** | | |
| If you are being offered an appointment, a check will be carried out as required by the Department of Health to ensure those who might be a risk to children and / or vulnerable adults are not appointed. As a registered body Springboard must comply with Access NI’s Code of Practice, which is available upon request or can be downloaded directly from their website <http://www.dojni.gov.uk/index/accessni/support/code-of-practice.htm> also in line with the Data Protection Act 2018, Access NI’s Privacy Notice is available via the following link <http://www.justice-ni.gov.uk/publications/ani-privacy> | | |
| **Is there any reason why you cannot work in regulated activity with adults or children?** | Yes | No |
| **Do you consent to Springboard carrying out a criminal history check?** | Yes | No |
| Springboard Opportunities Ltd have a policy on recruitment of ex-offenders which is available upon request from our Admin Team by email: [admin@springboard-opps.org](mailto:admin@springboard-opps.org) or Tel: 02890315111.  Having a criminal record will not necessarily debar you from working with Springboard. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the police. | | |

**REFEREES**

Please provide one referee we can contact to provide details of your suitability for this post. They should not be family members or friends, but should be someone who you have worked with and has managed or supervised you. We will take up reference in writing and may also contact referee verbally. Referees will not be contacted until after you have been placed on the register and before you carry out any work for the organisation.

|  |  |
| --- | --- |
| **Referee 1** |  |
| **Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Address** |  |
| **Town** |  |
| **Postcode** |  |
| **Contact Tel No** |  |
| **Email** |  |

|  |  |
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| **DECLARATION** | |
| I confirm that the information I provided is, to the best of my knowledge true and correct; I agree that any misrepresentation or wilful suppression of material fact by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the organisation other than for services rendered.  I understand l must have satisfactory references and will be subject to an Access NI check.  I understand that I may be asked to show formal identification and evidence of qualifications.  I confirm that as far as I know there are no medical reasons which should stop me from carrying out the duties of this job.  I agree to you making necessary enquiries during the recruitment and selection process.  I understand that canvassing will disqualify me from the selection process for this job. | |
| **Signature:** | **Date:** |

**Data Protection**

We are required by the Data Protection Act 1998 to inform you how we will use any personal information that we hold either manually or on computer in relation to this application and any subsequent period of employment. This application form and accompanying documentation you complete in support of your application will be held confidentially for a period of three years if you are unsuccessful for employment. If you are successful it will be held during the period of your employment and after your contract has expired for as long as it is necessary to meet regulatory or other legal requirements. During this time, we will not disclose its contents to a third party unless we believe it is lawful to do so.

**SPRINGBOARD IS AN EQUAL OPPORTUNITIES EMPLOYER**

**Please return application forms by email to**

[**recruitment@springboard-opps.org**](mailto:recruitment@springboard-opps.org)

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| EQUAL OPPORTUNITIES MONITORING FORM |

We are an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief, political opinion, sex, race, age, sexual orientation, or whether they are married or are in a civil partnership, or whether they are disabled, or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the groups listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this form we are asking you to provide us with some personal information and we are doing this for two reasons.

Firstly we wish to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us measure the effectiveness of our equal opportunities policies and develop affirmative or positive action policies.

Secondly we also monitor community background and gender 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 will not suffer any penalty if you choose not to do so, however we would encourage you to do so.

The following monitoring information forms no part of the selection process. Monitoring information is removed by the designated monitoring officer and not seen by the selection panel members. Monitoring information is used to complete statutory returns to the Equality Commission and to monitor the effectiveness of Springboard’s equal opportunities policies. All information is stored confidentially and will only be released where a recognized statutory body requires it.

**1. Community Background**

Irrespective of whether you practice any religion, persons in N Ireland are perceived to belong to specific communities and Springboard is required by law to monitor the community background of applicants. You are therefore asked to provide this information 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 neither from the Protestant nor the Roman Catholic community |  |

*If you do not answer the above question, or if you tick the ‘neither’ box, 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.*

**2. Gender** (Please tick appropriate box)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Other |  |

**3. Disability**

Disability is defined in the Disability Discrimination Act 1995 if you have cancer, multiple sclerosis or a HIV infection or if you have a physical or mental impairment that has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to be disabled? (Please tick appropriate box) | Yes |  | No |  |

If you have answered ‘yes’ please indicate the nature of your impairment by ticking the appropriate box or boxes below.

|  |  |
| --- | --- |
|  | Physical impairment, such as difficulty using your arms, or mobility issues requiring you to use a wheelchair or crutches |
|  | Sensory impairment, such as being blind or having a serious visual impairment, or being deaf or having a serious hearing impairment |
|  | Mental health condition, such as depression or schizophrenia |
|  | Learning disability or difficulty, such as Down Syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder |
|  | Long-standing or progressive illness or health condition, such as cancer, HIV infection, diabetes, epilepsy or chronic heart disease |
|  | Other (please specify) |

**4. Ethnic Origin** (Please tick appropriate box(es). To which ethnic group do you belong?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| African |  | Bangladeshi |  | Chinese |  |
| Caribbean |  | Indian |  | Irish Traveller |  |
| Pakistani |  | White |  | Mixed Ethnic Origin |  |
| Any other ethnic group (please specify) | | | | | |

**5. Age**

Please stage your age \_\_\_\_\_\_\_\_

**6. Sexual Orientation**

Please indicate your sexual orientation by ticking the appropriate box below

|  |  |
| --- | --- |
|  | I am straight |
|  | I am gay or lesbian |
|  | I am bisexual |
|  | Other |

**7. Martial Status / Civil Partnership Status**

Are you married or in a civil partnership?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**8. Dependents/Caring Responsibilities**

Do you have dependents, or caring responsibilities for family members or other persons?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If you answered ‘yes’ are your dependents or the people you look after (please tick)

|  |  |
| --- | --- |
|  | A child or children |
|  | A disabled person or persons |
|  | An elderly person or persons |
|  | Other |

If other please specify

**Thank you for providing this information. Please return this form to Springboard with your application.**