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Telephone: 01738 580188
E-mail: enquiries@cath-org.co.uk
Website: www.cath-org.co.uk

PRIVATE AND CONFIDENTIAL

Dear Candidate,

POST : Service Co-ordinator

Thank you for applying for the post of Service Co-ordinator with CATH. Please find enclosed an Application Pack which contains

- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- A Criminal Convictions Declaration Form

Please ensure you complete the application form fully importantly indicating whether you are applying for a full or part-time position, and provide us with sufficient information to contact you, including a day time phone number, in case we need to get in touch with you at short notice.

In the "Personal Statement" section of the form, please detail your experiences, skills, knowledge and achievements gained in present and past employment or other activities which may be relevant to the job. Please provide examples of how you meet the Person Specification. We shortlist on the basis of the information you give us, so please make sure you are including all the relevant information.

You may support your application with additional numbered sheets if required.

A Curriculum Vitae (CV) will not be accepted.

Due to the number of applications we receive, it is not possible to acknowledge receipt of an application on an individual basis. Invitations for interview will normally be issued within 1-3 weeks of the closing date. If you have not been invited for interview by this date, you can assume you have been unsuccessful on this occasion.

In accordance with the Data Protection Act 2018 (DPA 2018), the information that you provide for us for the purpose of recruitment and selection shall be kept confidentially and if you are not selected, will be disposed of confidentially after 6 months.

Please return your completed application either by email to: e.lamb@cath-org.co.uk or by post to the address above marked Private and Confidential for my attention.

Thank you for your interest in working for CATH.

Yours sincerely

Elaine Lamb

Elaine Lamb
HR Co-ordinator

Our Patron

Provost Dennis Melloy, Perth & Kinross Council

CHURCHES ACTION FOR THE HOMELESS
Employment Application Form – Private & Confidential
 Scottish Charity No. SC021740



Post Applied For:	Location:
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Closing Date:

Personal Details	
First Name:	Surname:
Address:	
Postcode:	Email:
Home Phone Number:	Mobile Number:
NI Number: _____	Full Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a member of the PVG Scheme (Protection of Vulnerable Groups)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
PVG Scheme Membership ID Number (16 digit number): _____	
Are you a member of the Scottish Social Services Council (SSSC)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
SSSC Membership Number: SCR _____	

Other Information
Are you <u>related</u> to anyone who works/has worked for CATH, or who serves/has served on any of its Committees? Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____ Relationship: _____
Are you a member of other organisations, involved in other employment or business interests which could be deemed a conflict of interest should you be appointed to CATH? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details: _____
Do you have any restrictions to working in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details: _____
Please tell us if there are any dates when you will not be available for interview: _____

Declaration
I authorise CATH to obtain references to support this application. I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.
Signed: _____ Date: _____

Qualifications (Academic and Professional)**Education**

Please list below all qualifications gained at school/ college/ university, including those overseas, in chronological order, with the most recent first.

Date Awarded	Qualification	Subject	Grade/ Level

Membership of Professional Bodies or Organisations

Date From/ To	Body/ Organisation	Level of Membership

Training

Please list any relevant training/ apprenticeships provided by an employer or external organisation.

Date From/ To	Course Title	Course Content	Outcome e.g. pass

Employment History

Present Employer/ most recent employer

Please note: this should also be the name of your first Reference.

Employer Name:	Job Title:			
Address:	Start Date:		End Date:	
Postcode:	Salary/ Wage:		Notice Required:	
	Reason(s) for leaving:			

Summary of main duties, responsibilities and achievements:

Previous Employment/ Voluntary Work

Most recent first – this should also be the name of your second reference.

Employer Name:	Job Title:			
Address:	Start Date:		End Date:	
Postcode:	Salary/ Wage:		Notice Required:	
	Reason(s) for leaving:			

Summary of main duties, responsibilities and achievements:

Employer Name:	Job Title:			
Address:	Start Date:		End Date:	
Postcode:	Salary/ Wage:		Notice Required:	
	Reason(s) for leaving:			

Summary of main duties, responsibilities and achievements:

Employment History - Continued

Employer Name: Address: Postcode:	Job Title:			
	Start Date:		End Date:	
	Salary/ Wage:		Notice Required:	
	Reason(s) for leaving:			

Summary of main duties, responsibilities and achievements:

Employer Name: Address: Postcode:	Job Title:			
	Start Date:		End Date:	
	Salary/ Wage:		Notice Required:	
	Reason(s) for leaving:			

Summary of main duties, responsibilities and achievements:

References

Please fully complete all details below and ensure you specify their relationship to you (e.g. line manager, tutor).
Please note: Your first referee must be your current or most recent employer, your second reference must be from your employment before that. Referee's 1 and 2 cannot be from the same organisation. Email addresses must be organisational, not personal. Character references will only be accepted when it is not reasonable to obtain another employment reference. CATH will not accept references from family members or friends.

Referee 1		Referee 2	
If you are successful for interview, do we have permission to contact this referee before your interview date? Yes <input type="checkbox"/> No <input type="checkbox"/>		If you are successful for interview, do we have permission to contact this referee before your interview date? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name:		Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email Address:		Email Address:	
Relationship:		Relationship:	

Personal Statement in Support of your Application

Please give relevant information on the following:

- How you feel that you meet the Person Specification for this post.
- Please give details on your experience, knowledge and skills.
- Why you have applied for this post.

Continue on a further A4 sheet if required.

SELF DECLARATION FORM

PRIVATE AND CONFIDENTIAL

HAVE YOU READ THE GUIDANCE NOTES AT THE BACK OF THIS FORM?

Name:

Post applied for:

It is the policy of CATH that all applicants to posts which involve contact with or access to sensitive information regarding vulnerable adults are required to complete a self-declaration form.

Part A: previous convictions.

To be completed for a post that requires a Standard Disclosure Check or PVG Membership

See notes on back page for details of which convictions MUST be declared

Date(s) of conviction(s):

Court(s) where your conviction(s) were heard:

Type of offence(s):

Sentence(s) received:

Please give details of the reason and circumstances that led to your offence(s):

Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine (s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s).

Have any other organisations supported you to work through any of the above issues/difficulties?

What have you learned from your experience?

Part B : Details of any disciplinary action relating to behaviour to children and young people, and vulnerable adults.
To be completed for any post which requires a Standard Disclosure check or PVG membership.

Have you been disciplined because of inappropriate behaviour towards a child, young person or vulnerable adult, which may have harmed them or put them at risk of harm?

YES/NO

If YES, please give details.

Part E: Declaration

To be completed by all applicants. It will then be separated from the main form and kept on file.

I declare that I have disclosed all unspent or (where necessary) spent criminal convictions within the United Kingdom or abroad as I am obliged to do if applying for a standard disclosure or PVG membership.

I give my consent to CATH carrying out a PVG or Standard Disclosure check (if appropriate) and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority. I understand that PVG or Disclosure checks may be repeated at the organisation's discretion at a later stage of my employment.

I agree to inform CATH if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to immediate suspension of my work with the organisation and/or the termination of my service.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to immediate suspension of my work with vulnerable adults or the termination of my employment. (Submission of this form via email implies agreement of this declaration unless an explicit statement is made to the contrary.)

Name: _____

Signed: _____ Date: _____

Please note that any information you give in this form will be managed according to CATH'S Data Protection policy.

If sending in this self-declaration form via paper copy, we recommend you put it in a separate sealed envelope marked 'For HR attention only'. Your completed form will only be seen by those individuals in the organisation, who have a responsibility for recruiting staff and volunteers.

Guidance notes to be included with a Self-Declaration Form

The information you give in this Self-Declaration Form will support the information we obtain from your application form, references and, where we decide to make an appointment, a Disclosure or PVG certificate. All of these sources of information will help us to make an informed decision about your application.

1. Who must complete the Self-Declaration Form?

All job applicants to CATH for posts requiring a Standard Disclosure or PVG (Protecting Vulnerable Groups) Scheme membership must complete a self-declaration form.

If a post requires a Standard Disclosure or PVG scheme membership, this means that it is exempt from usual protections of the *Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003* and so certain types of spent conviction must be disclosed, as well as all unspent ones.

2. What types of conviction must I disclose?

You must disclose all unspent convictions from the UK or abroad, as well as any spent conviction which appears on Disclosure Scotland's official list of *Offences which must always be disclosed*.

When your Disclosure or PVG certificate is returned it may also contain details of spent convictions on Disclosure Scotland's list of *Offences which are to be disclosed subject to rules*. However, it is not necessary for you to include these on this form prior to your official certificate being issued.

This can be a confusing subject and so we recommend that you look at www.disclosurescotland.co.uk for further advice. Alternatively, the HR department can provide copies of both lists mentioned above on request.

3. Who gets to read the Self-Declaration Form?

If submitting the self-declaration form via paper copy, it should be sealed in the white envelope provided to ensure its confidentiality. If submitting via email, it should be sent direct to e.lamb@cath-org.co.uk This will ensure that only authorised members of staff involved in the recruitment process are able to see it.

Should you be successful at interview the form will be reviewed. If it contains records of previous convictions or other relevant information you will be given the opportunity to discuss these with a senior member of staff prior to a final decision being made about your application.

4. What happens to the Self Declaration Form after a decision has been made on my application?

If you are unsuccessful the Self-Declaration form will remain with your application for a period of six months and then disposed of securely.

If you are successful, Disclosure/PVG checks will then be requested. The Self-Declaration Form and Disclosure/PVG certificate will then be retained by us until a decision has been made on your application. Usually these forms and certificates will be destroyed after 90 days. However, part E of the declaration form will remain in your file

Private & Confidential Equality Monitoring Form



CATH is committed to practicing equality of opportunity in the way we treat job applications, our employees and our customers. We aim to ensure that no direct or indirect discrimination occurs on the grounds of gender, colour, race, nationality, marital status, religion/belief, sexual orientation, disability or age.

This questionnaire is intended to assist us monitor the effectiveness of our Equal Opportunities Policy and to enable us to comply with the terms of the relevant discrimination legislation.

You are requested, but not obliged, to complete this questionnaire and return it with your application form.

The information provided by you on this form will not be made available to the Selection Panel short-listing candidates for interview and will be used for monitoring purposes only.

General Information

Post applied for:

Job reference:

Where did you see the post advertised? Online Search CATH website Other *please detail:*

Age & Gender

Date of Birth:

Gender: Male Female Prefer not to say

Which age group do you fall into?

16-20 21-25 26-30 31-35 41-45 46-50
51-55 56-60 61-64 65+ Prefer not to say

Ethnic Origin

Please choose one section from A to E, then tick one box which best describes your ethnic group or background.

A – White

B – Asian, Asian British

C – Black, Black British

E – Mixed Ethnic Group

F - Other

- Scottish
- English
- Welsh
- Irish
- Other *please specify*

- Pakistani
- Indian
- Bangladeshi
- Chinese
- Other *please specify*

- African
- Caribbean
- Other *please specify*

Please specify

Please specify

Prefer not to say

Sexual Orientation

How would you describe your sexual orientation?

Heterosexual Gay Man Gay Woman
Bisexual Prefer not to say

Religion

Do you have religious beliefs?

Yes No Prefer not to say

If yes, how would you describe them?

Disability

Do you consider yourself to have a disability?

Yes No Prefer not to say

JOB DESCRIPTION

JOB TITLE: Services Co-ordinator

HOURS OF WORK: 37 hrs (full-time)

SALARY: £25,455 - £29,957

JOB PURPOSE:

As Service Co-ordinator you will contribute to the management, planning and delivery of a high standard of support which meet the needs of vulnerable service users in ways which promote their independence, health and wellbeing, active citizenship and choice.

The Service Co-ordinator will also hold such delegated management responsibilities as the Head of Services may decide in relation to policy and procedures in operation.

Main Duties and Responsibilities

- Within the support services you manage, you will ensure that each person we support has the opportunity to develop and work towards a lifestyle of their choice. This vision will incorporate a pro-active and supportive approach for the person's life now and in the future. This approach should be underpinned by a strong commitment to maximising independence, participation and community inclusion.
- You will ensure that detailed and robust Risk Assessments and safe systems of work are in place where relevant and necessary. You will complete, monitor and review risk assessments, including undertaking initial risk assessments for new service users.
- Ensure your staff team together with other relevant professionals devise, implement, and monitor programmes of support to meet service users' needs.
- Co-ordinate the delivery of service(s) outcomes within budget constraints
- Oversee the compliance of support plans
- Manage your own caseload if required by service level agreement.
- Ensure all team members have knowledge of the Regulatory framework; the SSSC Codes of Practice and the National Care Standards both in principle and practice.
- Provide written reports as required and maintain records required by CATH and other relevant bodies

Leadership and Development of Staff

- Provide informal and formal support and supervision of all support staff and undertake annual appraisals
- Ensure learning and development needs of all staff are identified and progressed in accordance with identified requirements
- Investigate and report on matters of a disciplinary, performance or grievance nature in line with CATH's policies and procedures
- Investigate complaints as laid down in the Complaints Procedure and take remedial action as necessary

Operational Leadership

- Ensure compliance with CATH's Health and Safety Policy and Procedures
- Responsible for rota planning and submission of weekly approved timesheets and maximising the use of staff resources across the service
- Through collaboration with other Service Co-ordinator ensure full staff cover across the whole service provision
- Along with other team members you will plan the local on call arrangements where appropriate and be involved in providing on-call support in a flexible manner.
- Seek and accept guidance and direction from the Head of Services and other senior managers as required

Promotion of Public Profile

- To ensure the production of clear, user-friendly information describing your services and an annual report.
- To contribute to publicity information describing project service so as to enhance CATH's profile.

General Responsibilities

- To be responsible for maintaining your own health and safety whilst at work and for the health and safety of colleagues, people who use services and for alerting those responsible to any hazards or potential risk to health and safety
- To ensure compliance with the Data Protection Act and to ensure that an appropriate level of confidentiality is maintained around issues which may be personally or commercially sensitive
- Work in an anti-discriminatory and empowering way at all times and contribute to the development and implementation of the company's Equal opportunities policy and procedure.
- Undertake any other duties as determined by the Senior Management Team

PERSON SPECIFICATION

This describes the ideal person to fill the job and is a profile of the qualifications, knowledge, skills, abilities and personal qualities that will be looked for in the recruitment and selection process.

1. Qualifications/Knowledge	
<ul style="list-style-type: none"> Relevant qualification in housing support, social care or appropriate allied discipline (if not obtained at time of application a firm commitment will be required to undertake a course of study to meet the timeline for SSSC registration requirements) 	Essential
<ul style="list-style-type: none"> Extensive practical knowledge of work with disadvantaged people 	Essential
<ul style="list-style-type: none"> Knowledge of relevant legislation 	Essential
2. Experience	
<ul style="list-style-type: none"> Collaborative working with statutory and voluntary agencies 	Essential
<ul style="list-style-type: none"> Leading, motivating, and developing staff teams including allocation of staff hours and rotas 	Essential
<ul style="list-style-type: none"> Conducting Risk Assessments 	Essential
<ul style="list-style-type: none"> Experience working within Adult Support Services and the relevant issues surrounding homelessness. 	Essential
<ul style="list-style-type: none"> Experience of implementing/evaluating and improving performance through quality assurance systems 	Desirable
3. Key capabilities	
<ul style="list-style-type: none"> Provide strong leadership with the ability to lead a multi-disciplinary team, recognising the needs and strengths of all team members 	Essential
<ul style="list-style-type: none"> Ability to give clear direction when required and confidence to handle complex staffing situations 	Essential
<ul style="list-style-type: none"> Ability to respond appropriately and effectively in an emergency or crisis situation 	Essential
<ul style="list-style-type: none"> Have the confidence and ability to engage with personnel from a range of statutory and voluntary agencies 	Essential
<ul style="list-style-type: none"> Ability to provide supervision to a range of staff – helping them to develop and progress within the team 	Essential
<ul style="list-style-type: none"> Ability to organise and prioritise own work and the work of the team 	Essential
<ul style="list-style-type: none"> Have a flexible approach, with the ability to use initiative intelligently 	Essential
<ul style="list-style-type: none"> Have excellent interpersonal skills – with the ability to lead others by example, demonstrating emotional awareness and concern for both staff and service-users 	Essential
<ul style="list-style-type: none"> Have good communication skills, both oral and written, to communicate 	Essential

effectively within the service, within the organisation and externally with other agencies	
<ul style="list-style-type: none"> Have robust professional boundaries 	Essential
4. Aims & Values & Equal Opportunities	
<ul style="list-style-type: none"> Have a commitment to involving service users in the development and management of the service and the organisation 	Essential
<ul style="list-style-type: none"> Demonstrate and promote the Aims & Values of the organisation 	Essential
5. Personal Qualities	
<ul style="list-style-type: none"> Innovative and pragmatic, calm and confident Assertive but empathetic Commitment to quality of housing support provision Willing to take responsibility and be held accountable 	Essential
6. Other Requirements	
<ul style="list-style-type: none"> Full driving licence and access to a vehicle 	Essential
<ul style="list-style-type: none"> Where the service require to work flexibly which may include evening and weekends 	Essential
<ul style="list-style-type: none"> Be part of On-Call Rota 	Essential