**IMPORTANT INFORMATION FOR APPLICANTS**

Dear Applicant

Thank you for your interest in the post of **Community Integration and Welfare Officer. This is a fixed term contract**  for 4 years and requires the applicant to start immediately. Please read all the information you find in this pack, which is as follows:

NWMF Mission Vision and Statement of core values

* + NWMF Equal Opportunities Policy Statement and Privacy Statement
  + Applicant Guidance Notes
  + Job Application Form, Monitoring questionnaire
  + A Job Description and Personnel Specification

NWMF 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 NWMF 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 ethnicity or other beliefs.

We would like you to know that:

* only the Job Application Form is considered by the Recruitment Panel
* the Monitoring Questionnaire is retained for compiling statistical information;
* this procedure is approved by the Trade Union recognised by NICVA, SIPTU.

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 preventing employment of undocumented workers.

Completed applications should be sent by **closing date 12.00 noon Monday 5th of April 2024** to NWMF Chief Execuitive Officer by email to: [info@nwmf.org.uk](mailto:info@nwmf.org.uk) or delivered to the Chief Execuitive Officer , NWMF, 3rd Floor, 3 strand Road, Derry, BT48

Thank you

NWMF Vision, Mission and STATEMENT OF CORE VALUES

**Vision**

*Our vision is to change lives and transform the narratives around black and minoritised communities through tackling prejudice and stereotypes, normalising access to services and promoting respect, fairness, equality and success****.***

STATEMENT OF CORE VALUES

NWMF is a member-driven organization, we exist to maximize our resources in accordance with the organization’s vision and mission statements. While our intent is to serve the membership, we are aware that NWMF actions may have implications beyond the group. In an effort to be thoughtful, careful and visionary about decision-making within NWMF, we feel it is important to set forth the core values of the organization.

* + 1. The promotion of **RESPECT**, **ACCEPTANCE** and **UNDERSTANDING**.
    2. **LEADERSHIP** - NWMF strives to be on the leading edge of resource sharing and collaboration between and among community/voluntary groups.
    3. **COOPERATION & COLLABORATION** -NWMF recognizes the benefits that accrue to our members, our staff and our distinct user groups when we share our resources, expertise, time and energy.
    4. **ADAPTABILITY** --NWMF intends to be a nimble, flexible and a dynamic organization, able and willing to adapt to the evolving needs of its members and the accelerating change in our society.
    5. **DIVERSITY** – NWMF members include multiple nationalities from different racilised minoritized groups, mixed race families and members of NI long standing traditions. NWMF recognizes that their members may have diverse missions, disparate resources and distinct needs. Decisions undertaken on behalf of the organization are made with the greatest respect and support of these differences.
    6. **EDUCATION** –NWMF values the robust exchange of information and ideas, both among and between our own members, community groups, service providers, statutory organisations, policy makers and those outside of our target group but may work in partnership with us.

**NWMF Equal Opportunities Policy statement**

NWMF is an Equal Opportunities Employer and as such NWMF 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

NWMF 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 all irrespective or ethnicity, religion, gender etc
* Promoting equal opportunities for people with disabilities.
* Promoting equal opportunities for the beliefs of all individuals.
* Promoting equal opportunities for black and racilised minoritised groups
* 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:**

NWMF 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.

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 the SHORTLISTING CRITERIA section of the application form.
* 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**

## NORTH WEST MIGRANTS FORUM

|  |
| --- |
| **POST; Community Intergration and Welfare Officer**  **APPLICATION REF NO: NWMF-CIWO2024**  **CLOSING DATE; 12.00 noon Friday 5th April 2024** |

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.**

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

|  |
| --- |
| **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. |

|  |
| --- |
| 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. |

|  |
| --- |
| SHORTLISTING CRITERIA - RELEVANT EXPERIENCE TO THIS POST |
| **Please ensure you read the important guidance information in the Applicant Guidance Notes section above to assist you in completing this form.**  **Education**  A Social Work /Community Development Degree (min. Level 7) or equivalent relevant qualification as it pertains to this role specifically (human resources, life coaching, person centred approach, training, education, etc).  Level 1 qualification in Immigration Advice ( desirable)  Level 3 qualification in Generalist Welfare Advice ( desierable)  **Experience**  **Essential:**  A minimum of 3 years’ experience working in a similar role e.g. Personal development, life coaching, recruitment, mentoring, education and training. ***(100 words)***  ***3*** years’ experience of helping people with a range of integration related services including immigration support , housing, school placement etc and can evidence same ***(100 words)***  Have working knowledge of using a trauma informed approach or have worked in personal development role and can evidence same ***(100 words)***  Excellent organisation skills, advocacy skills, interpersonal and communication skills and can evidence the same. ***(100 words)***  Be self-motivated, positive, and able to motivate and inspire others. ***(100 words)***  Demonstrate a high level of administrative skills, record keeping and use of modern technology. ***(100 words)***  Be patient, non-judgemental and resourceful. ***(100 words)***  Being flexible with working hours including evenings and weekend ***(100 words)***  Provide evidence of 3 years’ experience (paid or unpaid) of providing advice - face to face or telephone – gained in the last 5 years ***(100 words)***  Provide examples of work done to establish and maintain positive, trusting relationship with the person being supported, that is based on respect, equality and that promotes independence ***(300 words max)***  Provide examples of work done to develop individualised plans with non english speaking clients around personal development, accessing training, employment and enjoyable/productive meaningful use of time based on the unique attributes, preferences and aspirations of the individual. ***(300 words max )***  Provide evidence of work done to assist/support non english speaking clients with issues arising regarding their journey to integration and ensure effective and appropriate referral mechanisms are in place and signpost clients to other services as required. e.g. Social Services, access to mental health support etc. **(300 words max)**  Provide exampes of work done to link the Black and racialised minoritized groups with long-standing communities, identifying needs of black and racialised minoritized communities and helping to encourage a more understanding, welcoming and inclusive community ***(300 words max)***  **Please provide examples of work done** with statutory and non-statutory organizations and local key stakeholders in supporting non speaking english clients (300 words Max)  Please Demonstrate experience of working or volunteering in a role which requires strong interpersonal skills with the ability to communicate effectively both orally and in writing. 300 words max  Proven ability to work with minimum supervision and use own initiative to complete duties and tasks ( 200 words)  Do you speak any languages other than English? If yes, could you please specify which languages you are fluent in? |
| 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 NWMF Equal Opportunities Policy: YES NO  You will be required to adhere to NWMF 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:**  [**info@nwmf.org.uk**](mailto:info@nwmf.org.uk) **or post to**  **North West Migrants Forum**  ***3rd Floor Embassy Building***  ***3 strand Road Derry/Londonderry,* BT48 7BH *United Kingdom*** |

**NICVA’S EQUAL OPPORTUNITIES MONITORING FORM**

**IN STRICTEST CONFIDENCE**

Ref no: **TR’22**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_