******

##### Application Form

##### AA Veterans’ Support

##### Sports & Outdoors Navigator – Positive Pathways funded post

**----------------------**

**Completed application forms accompanied with a current CV should be returned either by email to:**

[recruitment@aavsni.com](mailto:recruitment@aavsni.com)

Or

to AA Veterans’ Support, Unit C3 Edenderry Industrial Estate, 326 Crumlin Rd, Belfast, BT14 7EE

**Applications should be clearly marked ‘AA Veterans’ Support Sports & Outdoors Navigator post’**

**Closing date is Friday 31st January 2020 at 17:00 hrs.**

**Interviews for successful applicants are expected to take place on Tuesday 11th and Wednesday 12th February 2020**

**\*This may be subject to change and successful applications will be notified accordingly\***

**Job Description**

**Sports & Outdoors Navigator – Positive Pathways funded post**

**Job Information**

* Job title: Sports & Outdoor Navigator – Positive Pathways
* Duration: Fixed term contract – 24 Months
* Hours 37hrs per week
* Location: Community based – Northern Ireland
* Salary: £25,000 Per Annum

**Job Purpose**

Positive Pathways

Across Northern Ireland, there are many sporting and outdoor opportunities for veterans, which can have positive physical and psychological benefits. The successful applicant will be responsible for mapping existing and developing new opportunities and working to connect veterans with them. They will be responsible for identifying and working to remove barriers and raising awareness of such opportunities within the veterans’ community

**Context**

Working as part of a team, which includes the Northern Ireland Veterans’ Support Office (NIVSO) and other stakeholders to enhance the sports and outdoor opportunities for veterans’ with a focus on helping to improve their physical and mental wellbeing.

Identifying and working to remove barriers to uptake whilst further enhancing and creating new sports and outdoor opportunities for the armed forces veterans’ community in Northern Ireland.

This role involves a significant amount of travel within Northern Ireland; therefore, there will be times when there will be a need to work outside of the standard working hours/week.

**Primary responsibilities**

1. To build strong relationships with local partner organisations to maximise access to sporting and outdoor activities and opportunities.
2. Develop a database of activities and opportunities.
3. To establish and enhance appropriate referral pathways.
4. To ensure partners have appropriate governance in place.
5. To promote the Navigation project across Northern Ireland.
6. To ensure reporting requirements to AFCFT are fulfilled on time using the appropriate mechanism.
7. To work in conjunction with the NIVSO and the arts, heritage and culture navigator

**Additional responsibilities**

1. Develop a local network of contacts from the charity, public and private sectors
2. Ensure that service delivery complies with AAVS/WWTW’s policies and procedures relating with Equality and Diversity and Vulnerable Adults.
3. To brief a wide range of internal and external stakeholders on the progress and outcomes of the navigator role.
4. Undertake any reasonable tasks from time to time, as may be deemed appropriate within the scope of the post.

**Additional information**

*This Job Description is a guide to the work the job holder is required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of the Contract of Employment.*

**1. Personal Details**

|  |
| --- |
|  |

Surname:

|  |
| --- |
|  |

Forename(s):

|  |
| --- |
|  |

Name usually known by:

Address for

|  |
| --- |
|  |

Communication:

|  |
| --- |
|  |

Telephone No:

|  |
| --- |
|  |

E-Mail:

If you consider that, you suffer from a disability and may require any adjustments to be made to assist you in attending for interview, please state below.

|  |
| --- |
|  |

|  |
| --- |
|  |

**2. Secondary-Level Educational Qualifications**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level (A-level, GCSE etc)** | **Grade achieved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3. University or other further education**

If you have attended university or college, please provide details as follows:

**First degree (or other third level qualification)**

|  |  |  |  |
| --- | --- | --- | --- |
| University or college | Type of degree, diploma or certificate including class and division | Main subjects | Date awarded/  expected |
|  |  |  |  |
|  |  |  |  |

**Postgraduate qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| University or college | Type of degree, diploma or certificate including class and division class and division | Main subjects | Date awarded/  expected |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Personal / career development**

Please provide details of courses attended, accreditations received, memberships of professional bodies and any voluntary work undertaken that you believe may be relevant to your application.

**5. Career History**

Please detail below your employment/self-employment history. Start with your present/most recent employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and Address of present / most recent Employer** | **Job Title/s**  **Grade/Position** | **From** | | **To** | | **Reason for leaving** |
|  |  | Month | Year | Month | Year |  |
|  |  |  |  |  |  |  |

**Main Duties and Responsibilities in your current / most recent role**

|  |
| --- |
|  |

**Previous Work Experience** (Please list your previous posts beginning with the most recent.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  | |
| **Employer** | **Job title and main responsibilities** | **Reason for leaving** | **From** | | **To** | |
|  |  |  | Month | Year | Month | Year |
|  |  |  |  |  |  |  |

(Continue on a separate sheet if necessary)

**6. Referees**

May we approach your present/most recent employer for a reference if we are considering you for appointment? (Please note approaches will not be made to current employers prior to the issue of an offer of employment, which is subject to receipt of satisfactory references)

Yes □ No □

If you answered “no”, please give the reason: -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title of person from whom current / most recent employer’s reference should be sought: -

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please supply details of one additional referee. (A person who knows you well and could comment on your suitability for the post, but are not members of your family\)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Criminal Convictions**

Have you ever been convicted of a criminal offence or are there any charges outstanding?

Yes □ No □

If so, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order 1978.

|  |
| --- |
|  |

**8. Do you have the right to work in the UK?**

Yes □ No □

Note: the employer may require proof of this right before an offer of employment can be

confirmed.

The remainder of this form is to record the other qualities and experience which are required from the Person Specification & Job Description below.

Only those applicants who appear from the information contained in the application forms to be the most suitable in terms of relevant experience and ability will be short-listed for interview. You should note that candidates who do not demonstrate below how they fulfil **all** of the essential criteria **will not** be shortlisted for interview. The employer reserves the right to shortlist on the essential criteria **only** or on the **essential and desirable** criteria as identified in the Person Specification as may be appropriate.

It is essential that you fully describe in each of the following sections how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate. Please use additional sheet if required and **limit your responses to 250 words.**

**Person specification: Sports & Outdoors Navigator**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge** | The successful candidate will be able to demonstrate a clear understanding of the support available for Veterans and their dependents/carers.  Knowledge and practical experience of MS Word & Outlook or similar IT Systems.  Knowledge of specific issues including health and wellbeing affecting service veterans.  Natural facilitative skills, used to managing service users in a sensitive and sometimes pressured environment in which confidentiality is key. | Knowledge and understanding of risk management and adult safeguarding processes. |
| **Skills** | Motivated and enthusiastic self-starter with ability to work largely unsupervised within a multi-disciplinary team dedicated to achieving successful outcomes for service users.  Able to understand and respond sensitively to cultural needs.  Ability to network and engage with external stakeholders.  Ability to manage a full and varied workload.  Ability to engage hard to reach veterans.  Able to organise and prioritise resources to meet needs.  Excellent verbal and written communications skills.  Effective listening skills.  Able to use remote access IT equipment.  Ability to support and deliver on a range of agreed project targets and outcomes and to assist with monitoring, evaluating and reporting on these as appropriate.  Must be able to keep accurate and readable records.  Must be able to manage time and keep appointments.  Ability to initiate and manage successful external relationships.  Ability to produce reports. | Research skills |
| **Qualifications** | Must be a car owner/driver with a full valid licence and access to own vehicle for work purposes. | Level 3 or above qualification in marketing, commutations or PR  Level 3 or above qualification in sporting or outdoors activities |
| **Experience** | Experience of building and maintaining partnerships with other organisations.  Experience of working under pressure and to deadlines. | Proven Record of Accomplishment in researching and writing detailed and compelling bids and tenders from various sources for funding and grants.  Experience of supporting projects from inception to closure.  Working with Volunteers  Experience of working with Local Government agencies and voluntary sector organisations to access appropriate support and interventions in support of service users. |
| **Other** | Positive attitude and outlook.  Forward thinking and solution focussed.  Collaborative and resourceful  Approachable.  Ability to work within boundaries of confidentiality.  Ability to travel and if required overnight stays. |  |

9. Knowledge

Essential criteria: -

* The successful candidate will be able to demonstrate a clear understanding of the support available for Veterans and their dependents/carers.
* Knowledge and practical experience of MS Word & Outlook or similar IT Systems.
* Knowledge of specific issues including health and wellbeing affecting service veterans.
* Natural facilitative skills, used to managing service users in a sensitive and sometimes pressured environment in which confidentiality is key.

Desirable criteria: -

* Knowledge and understanding of risk management and adult safeguarding processes.

Set out how your knowledge and experience meet the specification for this post. Please be as specific as possible when providing examples with dates where appropriate.

10. Skills

Essential criteria: -

* Motivated and enthusiastic self-starter with ability to work largely unsupervised within a multi-disciplinary team dedicated to achieving successful outcomes for service users.
* Able to understand and respond sensitively to cultural needs.
* Ability to network and engage with external stakeholders.
* Ability to manage a full and varied workload.
* Ability to engage hard to reach veterans.
* Able to organise and prioritise resources to meet needs.
* Excellent verbal and written communications skills.
* Effective listening skills.
* Able to use remote access IT equipment.
* Ability to support and deliver on a range of agreed project targets and outcomes and to assist with monitoring, evaluating and reporting on these as appropriate.
* Must be able to keep accurate and readable records.
* Must be able to manage time and keep appointments.
* Ability to initiate and manage successful external relationships.
* Ability to produce reports.

Desirable criteria: -

* Research skills

Set out below how you have the skills required to undertake the duties of the post. Please be as specific as possible when providing examples with dates where appropriate:

11. Qualifications

Essential criteria: -

* Must be a car owner/driver with a full valid licence and access to own vehicle for work purposes.

Desirable criteria: -

* Level 3 or above qualification in marketing, commutations or PR
* Level 3 or above qualification in sporting or outdoors activities

Set out below how you meet the criteria listed above. Please be as specific as possible

when providing examples with dates where appropriate:

12. Experience

Essential criteria: -

* Experience of building and maintaining partnerships with other organisations.
* Experience of working under pressure and to deadlines.

Desirable criteria: -

* Proven Record of Accomplishment in researching and writing detailed and compelling bids and tenders from various sources for funding and grants.
* Experience of supporting projects from inception to closure.
* Working with Volunteers
* Experience of working with Local Government agencies and voluntary sector organisations to access appropriate support and interventions in support of service users.

Set out below how you meet the criteria listed above. Please be as specific as possible

when providing examples with dates where appropriate:

13. Other

Essential criteria: -

* Positive attitude and outlook.
* Forward thinking and solution focussed.
* Collaborative and resourceful
* Approachable.
* Ability to work within boundaries of confidentiality.
* Ability to travel and if required overnight stays.

Set out below how you meet the criteria listed above. Please be as specific as possible

when providing examples with dates where appropriate:

14. With specific reference to the job description, please provide any additional information in relation to your suitability for the post that you wish to give in support of your application

Please be as specific as possible when providing examples with dates where appropriate:

**15. Data Protection statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in the Data Protection Act.

**16. Declaration**

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_