

**Background information and contact details**

**Application form**

Application forms should be submitted via the online form or emailed to
**karen@rcvda.org.uk** or posted to:

**Vacancies**

**Redcar & Cleveland Voluntary Development Agency**

**The Palace Hub**

**28-29 The Esplanade**

**Redcar**

**North Yorkshire**

**TS10 3AE**

As we are a charity with limited resources, we are sorry that we will not be able to respond to applicants who are not shortlisted for interview. If you have not heard from us within a week of the closing date please assume that you have not been shortlisted.

If you have any questions about the process, please contact me on the number and email below. If you would like to have an informal discussion about the post, please contact Mike Milen Chief Executive Officer on 01642 440571.

**About us**

**Redcar & Cleveland Voluntary Development Agency (RCVDA)**

Registered charity number: 1135959

Company limited by guarantee – no: 2720382

Since it was formed in 1984, RCVDA has been at the heart of community activity in the borough of Redcar & Cleveland playing a significant part in the development of the many community and voluntary groups throughout the borough.

Redcar & Cleveland Voluntary Development Agency is a registered charity and company limited by guarantee, governed by a board of Trustees. We are an independent organisation supporting the development of the voluntary and community sector locally through our core functions of: Services and support, Development work, Strategic partnerships, Representation, Liaison

In a challenging economic climate RCVDA have built upon the traditional services we offer and currently run a number of projects either through the parent company of RCVDA or through our RCVDA Community Housing C.I.C. (Company number **11402080)** aimed at supporting the community in a variety of ways.

**Working at RCVDA**

RCVDA is a small, focussed organisation with a flat structure working in an ever-changing environment. This means that staff members have to respond to both internal and external opportunities, sometimes in a short timescale and on their own initiative (although always with the support of colleagues). As a result, the pace of work can be very fast and we expect staff members to take responsibility and be accountable for their specific role at RCVDA. We have an informal working environment and the organisation is very friendly. Staff members working at RCVDA have many opportunities to develop their skills and experience and to prioritise and manage their own workload on a day to day basis. We are therefore looking for people who enjoy a 'can-do' approach and are able to find ways and means to undertake work when solutions may not always be initially obvious, and people who relish a busy working atmosphere. We have a committed and supportive board of trustees/directors who provide strategic direction and oversight to the organisation.

**Terms and conditions**

An Employee Handbook exists which covers our written terms and conditions. For information they include:

* 26 days a year holiday, plus bank holidays (pro rata for part time staff)
* 6% of salary contribution to a pension scheme
* Flexi-time

**Job share applications**

* All full time posts are available for job share.
* If two people wish to apply as one candidate both should complete the first five pages of the application form and you can then decide whether to respond to the specific questions on one form or on two separate forms. Please provide a covering letter explaining how you have completed your application.

RCVDA Organisation Chart

**RCVDA Competency Framework**

\*Denotes a core competency for all roles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cluster** | **Competency** | **Individual contributors****(level 1)** | **Managers****(level 2)** | **Senior Leaders****(level 3)** |
| **Performance** | Accountability\* | Takes accountability and ownership. Is positive and proactive. Has a 'can do' attitude. Takes responsibility for own actions. Shows integrity and delivers on commitments. | Takes accountability and ownership. Is positive and proactive. Has a 'can do' attitude. Takes responsibility for own actions. Shows integrity and delivers on commitments. Ensures team members are clear on their role and responsibilities and holds themselves and others accountable for their actions. | Acts as a role model in taking accountability and initiating action. Is positive and proactive. Role models a 'can do' attitude. Has the courage to make bold and timely decisions and take risks. Shows integrity and delivers on commitments. Ensures others are clear on their role and responsibilities and holds themselves and others accountable for their actions. |
|  | Delivering performance | Sets high standards for themselves. Consistently delivers high levels of personal performance. Shows determination to achieve results. Shows resilience and persistence to overcome obstacles. Looks for ways to do things more efficiently and make best use of resources. | Sets high standards for themselves and their team(s). Challenges themselves and others to improve their performance. Gives constructive feedback and takes prompt action to tackle poor performance. Shows determination to achieve results. Shows resilience and persistence to overcome obstacles. Drives efficiency and optimises use of resources. | Acts as a role model in setting and delivering high standards. Challenges themselves and others to improve their performance. Gives constructive feedback and takes prompt action to tackle poor performance. Shows determination to achieve results. Shows resilience and persistence to overcome obstacles. Drives efficiency and optimises use of resources.  |
|  | Alignment and planning | Plans and prioritises own work effectively, focusing their time on activities in line with organisational goals. Sets appropriate and realistic deadlines. Is methodical and accurate with detail. Monitors and tracks performance against plan. Ensures deadlines are met. | Aligns own work and that of their team(s) with the RCVDA vision and strategy. Sets clear priorities and plans to enable achievement of organisational goals. Sets appropriate and realistic deadlines. Monitors and tracks performance against plan. Ensures deadlines are met. | Ensures own work and that of others is aligned with the RCVDA vision and strategy. Sets clear priorities and plans to enable achievement or organisational goals. Sets appropriate and realistic deadlines. Monitors and tracks performance against plans. Ensures deadlines are met. |
|  | Learning and change | Is open and flexible to change and new ideas. Identifies opportunities for improvements within own work area. Shows lateral thinking to solve problems creatively. Shows commitment to organisational change initiatives. Is flexible to adapt to changing circumstances and new ways of doing things. Is keen to learn and grow, actively seeking out feedback and learning from experience. | Is open and flexible to change and new ideas. Identifies opportunities for improvements within and beyond own work area. Shows lateral thinking to solve problems creatively. Shows commitment to organisational change. Is keen to learn and grow, actively seeking out feedback and learning from experience. | Creates a culture of openness to change, innovation and learning. Initiates and embraces change. Identifies opportunities for improvement across the organisation. Shows lateral thinking to solve problems creatively. Is seen as a champion of organisational change. Focuses on the possibilities afford by change. Is keen to learn and grow, actively seeking out feedback and learning from new experience. |
| **Insight** | Breadth of perspective\* | Shows interest in the VCSE. Looks beyond own role and shows understanding of other parts of RCVDA. Acts in the interest of RCVDA as a whole – taking a one organisational perspective. Understands own role in contributing to organisational success. | Shows interest in the VCSE and the external factors impacting on this. Takes a broad and long-term perspective. Shows understanding of other parts of RCVDA and acts in the interests of RCVDA as a whole – taking a one organisational perspective. Understands and emphasises the role of themselves and their team(s) in contributing to organisational success. | Shows interest in the VCSE and the external factors impacting on this. Thinks strategically, looking ahead to the long term. Is outward focused and sees the bigger picture. Acts in the interest of RCVDA as a whole, encouraging others to see RCVDA as one organisation and act accordingly. Emphasises the role of themselves and others in contributing to organisational success. |
|  | Making effective judgments | Analyses effectively and makes balanced and objective judgments. Asks probing questions and consults appropriately. Thinks about the equality, financial and broader impact of decisions. Takes into account stakeholder needs. Is able to think on their feet and make a quick judgment when needed. | Sees to the core of an issue and makes balanced and objective judgments. Asks probing questions and consults appropriately. Thinks about the equality, financial and broader impact of decisions. Takes into account stakeholder needs. Is able to think on their feet and make prompt decisions when needed. | Fully understands and analyses an issue and makes balanced and objective judgments. Asks probing questions and consults appropriately. Thinks about the equality, financial and broader impact of decisions. Takes into account stakeholder needs. Is able to think on their feet and make prompt decisions when needed. |
|  | Applying specialist knowledge | Is knowledgeable and keeps up to date in their area of specialism. Uses expertise to achieve goals. Shares own learning, knowledge and expertise across the organisation, the VCSE and wider relevant networks. | Is knowledgeable and keeps up to date in their area of specialism. Uses expertise to achieve goals. Shares learning, knowledge, expertise across the organisation, the VCSE and wider relevant network. | Is knowledgeable and keeps up to date in their area of specialism. Thinks both tactically and strategically about how best to apply expertise across the organisation, the VCSE and wider relevant network. |
| **Engagement** | Working collaboratively\* | Develops positive working relationships with internal and external customers and stakeholders. Networks effectively and show political awareness. Actively seeks to work with a diversity of people, taking into account people's diverse backgrounds. Is open and respectful when working with others, within and across teams. Demonstrates equality and respect for diversity. Listens and responds effectively. Shows empathy towards others.  | Develops empowering and enduring working relationships with internal and external customers and stakeholders. Networks effectively and shows political awareness. Actively seeks to work with a diversity of people, taking into account people's diverse backgrounds. Encourages a culture of openness and respect through their own actions. Ensures equality and respect for diversity through their own actions. Listens and responds effectively. Shows empathy towards others. | Develops empowering and enduring working relationships with internal and external customers and stakeholders. Networks effectively and shows political awareness. Actively seeks to work with a diversity of people, taking into account peoples diverse backgrounds. Inspires a culture of openness, transparency and respect through their own actions. Encourages cross-team working. Creates a culture of equality and respect for diversity through their own actions. Listens and responds effectively. Shows empathy toward others. |
|  | Communicating and influencing  | Communicates in a confident, clear and engaging manner. Chooses the appropriate form of communication for a situation. Varies style and content to suit the audience's needs. Influences others effectively through the style and content of their communication. Makes a positive and credible impression as an advocate of and ambassador for RCVDA and the VCSE. | Communicates in a confident, clear and engaging manner. Chooses the appropriate form of communication for a situation. Varies style and content to suit the audience's needs. Makes an impact and influences others effectively through the style and content of their communication. Makes a positive and credible impression as an advocate of and ambassador for RCVDA and the VCSE. | Communicates in a confident, clear and engaging manner with people from all levels and backgrounds. Chooses the appropriate form of communication for a situation. Varies style and content to suit the audience's needs. Makes a strong impact on others effectively through style and content of their communication. Makes a positive and credible impression as an advocate of and ambassador for RCVDA and the VCSE. |
|  | Empowering leadership | Contributes to and supports the team vision, purpose and direction. Engages and inspires others. Is comfortable taking a lead when appropriate. Empowers and motivates others. Acknowledges and celebrates success. | Takes the lead. Unites the team with a clear sense of purpose and direction. Engages and inspires others. Varies leadership style to bring out the best in people. Empowers and motivates others. Creates an environment that encourages others to perform at their best. Coaches and develops others to realise their potential. Acknowledges and celebrates success. | Takes a strong visible lead. Sets a clear and compelling vision and direction. Engages and inspires others. Varies leadership style to bring out the best in people. Empowers and motivates others. Creates an environment that encourages others to perform at their best. Coaches and develops others to realise their potential. Acknowledges and celebrates success. |

**About our recruitment process**

**The Job specification**

Our application process is based entirely on the job specification which is contained in the information about the particular post you are interested in. It is therefore very important that you read this document to see how you feel you meet the requirements we feel are needed to enable someone to meet the job profile.

**The application form**

The form has been designed to be as easy to complete as possible. Therefore please ensure you read all the instructions and provide **all** the information requested. If you are hand writing the form, please do so in black ink and write as clearly as possible.

**Do not** include a CV as these will not be considered as part of the process.

**Shortlisting**

When shortlisting, we will go through the specification and look at all the criteria listed as being identified in the application form to see whether you can show you meet them. It is therefore useful to give as much information as you can within the space allocated. For example, if the spec says 'Experience of preparing accounts' please do not just say something like 'I can prepare accounts' but rather 'I have experience of preparing accounts having been responsible for preparing the books for ABC Community Association for 3 years. This work included preparing the budgets, undertaking all the bookkeeping, producing regular reports of our income and expenses against the budget for the management committee, liaison with the Auditor and presenting the audited accounts to the committee'.

In your supporting statement you should provide information about how you meet each criteria listed in the person specification. Many people use the criteria as headings and provide a short paragraph about each one.

**Interview**

The interview is geared to find out how each candidate meets the person specification. For some posts we may ask candidates to give a presentation or to undertake an active task at the interview, or there may be a short test or some pre-interview work. If this is the case we will tell you about this when we invite you to interview.

**References**

We reserve the right to take up references. Any offer of employment is subject to our receiving satisfactory references.

**Unpaid work**

Please remember that unpaid work experience can be as important as paid work experience. For that reason we include a specific page for this.

**Eligibility to work in the UK**

English law requires that all employers check that everyone they employ is legally eligible to work in the UK. As an equal opportunities employer, RCVDA will therefore require all successful candidates to provide this proof prior to starting work. The Home Office has provided a detailed list of what documents provide the proof. If you would like to discuss this further please do contact us.

**Application Form**

Job applied for:

Redcar & Cleveland Voluntary Development Agency aims to be an equal opportunities employer and will ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, disability or any other protected characteristic or factor irrelevant to a person's ability to do a job.

**Please note: The first three pages of the application form will not be
used as part of the shortlisting process.**

|  |  |
| --- | --- |
| Name |  |
|  |
| Address |  |
|  |  |
|  |
| Postcode |  | Email |  |
|  |
| Tel home |  | May we call you on this no? Yes No |
| Mobile |  | May we call you on this no? Yes No |
| Tel work |  | May we call you on this no? Yes No |

Please tick the box if you are applying for / would consider job share

**References**

Please provide the details of two referees who can comment on your suitability for the post. One referee should be your current employer, or if you are not in employment your most recent employer. If you have not been previously employed give the name of a responsible person who knows you well but is **not** a relative. References will only be taken up after a conditional job offer has been made and with your knowledge. Referees will be asked to comment on your honesty, professional competence and sickness record.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Tel |  |
| Email |  |
| Please say in what capacity you know this person and for how long |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Tel |  |
| Email |  |
| Please say in what capacity you know this person and for how long |  |

Please confirm with your referees that they are willing/able to supply references before you give their names to us.

**Reasonable Adjustments**

The selection process consists of this application form, a presentation and an interview. Do you need any adjustments in order to be able to participate in the recruitment process? (If so, please specify.)

|  |
| --- |
|  |

**Further Information**

If you are shortlisted for interview you may be asked to complete a form declaring any unspent criminal convictions. If your application is successful you may be required to undergo a Disclosure and Barring Service check, which RCVDA will pay for. The need for this check is post dependent.

Where did you see this post advertised?

|  |
| --- |
|  |

If you wish to make a complaint about any aspect of this application process, please contact the Chief Executive Officer.

**Declaration**

I declare that the information given on this form is true and correct to the best of my knowledge and belief.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Education**

Please provide details of your education from high/secondary school starting with the most recent.

|  |  |  |
| --- | --- | --- |
| **Name of establishment** | **Dates attended****From To** | **Subjects studied / Qualifications gained** |
|  |  |  |

Please continue on an additional sheet if required.

**Training and Professional Development**

Please provide details of training you have undertaken starting with the most recent.

|  |  |  |
| --- | --- | --- |
| **Details of training provider** | **Dates** | **Details of training undertaken** |
|  |  |  |

Please continue on an additional sheet if required.

**Employment Experience**

Please provide details of your employment experience starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates****from / to** | **Name of organisation** | **Post held and brief description of responsibilities** | **Reason for leaving** |
|  |  |  |  |

Please continue on an additional sheet if required.

|  |  |
| --- | --- |
| Length of notice or date you could start |  |

**Community and Voluntary Work Experience**

Please tell us about any voluntary work experience you have gained, or about your involvement in community and voluntary groups, which is not given on previous pages.

|  |  |  |
| --- | --- | --- |
| **Datesfrom / to** | **Name of organisation** | **Details of your work / activities / responsibilities** |
|  |  |  |

**Please describe how you meet the person specification for this role. You can use up to 2 sides of A4 and a minimum of size 11 font.**