

Sports Development Officer

**INFORMATION PACK**

**August 2024**

**JOB REF: SDO/24**



Reach: Involve: Enjoy: Achieve

**Thank you for your interest in the post of Sports Development Officer**

The information within this application pack is designed to give applicants a fuller picture of the post and a brief description of **Boys & Girls Clubs NI.**

After reading through the pack, we hope that you will be interested in applying for the post and ask that you complete the application below along with the accompanying formsto: [**post@boysandgirlsclubs.net**](mailto:post@boysandgirlsclubs.net)

Applications should be identified in the email subject area as a Job Application with the relevant Reference No. All applications received by the designated closing time will be acknowledged.  OR you can post to:

|  |
| --- |
| The Monitoring Officer  Boys & Girls Clubs (NI)  22 Stockmans Way, Belfast  BT9 7JU |

Applicants will be informed by email if they have been shortlisted or not for interview.

It is anticipated that interviews will take place on **28th & 29th August 2024**

**You will find the following enclosed within this pack:**

1. **General Information and Appointment Notes**
2. **Pre-employment checks**
3. **Job Specification, Job Description and Person Specification**
4. **Application form**
5. **Equality of Opportunity Monitoring Questionnaire & Disclosure of Criminal Convictions Form (also available to download separately in Word format)**

**1. GENERAL INFORMATION AND APPOINTMENT NOTES:**

**Sports Development Officer**

The following outlines basic information about working terms and conditions. Full terms and conditions will be detailed in a Contract of Employment, which will be provided to the successful candidate.

* **Location**

The Post Holder will work from our Belfast Office.

 **Hours of Work**

This is a flexible post of between 21-35 hours per week, depending on the needs of successful candidate.

* **Length of contract**

The role requires an immediate start and is guaranteed to the end of March 2025 with the strong possibility of extension. The successful candidate will be issued with a detailed Contract of Employment within 4 weeks from the date of commencing work.

* **Benefits**
* **Salary:£27,252 per annum (pro Rata)**

* **Annual Leave, Public & Privilege Holidays:**The leave entitlement is 20 days Annual Leave, plus 10 days Public Holidays (calculated pro-rata for part-time employees). The leave-year runs from 1st January to 31st December.
* **Pension**.  The post holder will/can join the Boys & Girls Clubs pension scheme
* **Skills Opportunity.**  The successful candidate will be given suitable training, including on-the-job training and formal specialised courses as necessary. This may involve short periods away from home. Financial assistance with approved studies may be available

 **Probationary Period -** There will be a probationary period of 6 months.

 **Smoking Policy & Role Modelling**

Boys & Girls Clubs operates a strict non-smoking policy which also applies to the use of e-cigarettes. All personnel, staff and volunteers, are prohibited from smoking in Boys & Girls Clubs' premises, during all activities and events and at any time in the presence of children and young people. Staff and volunteers provide positive role modelling to the children and young people with whom we work and therefore any personal behaviour inconsistent with our health promotion standards is not permitted.

 **Equality of Opportunity**

Boys & Girls Clubs is committed to equality of opportunity in employment and welcomes applications from all suitably qualified persons, irrespective of religious belief, gender, physical ability, race, political opinion, age, marital status, sexual orientation or whether they have dependants. All applicants for employment will be considered based on merit.

To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore, we require all job applicants to complete and return a Monitoring Questionnaire. Personnel involved in either the short-listing or interview selection processes will not see its contents. However, if you do not complete this questionnaire, and return it with your completed and signed Application Form, we will not be able to process your application to the next stage of selection.

**Child Protection (Safeguarding)**

In compliance with Child Protection legislation the preferred candidate must agree to an Access NI managed Police check.

**2. PRE-EMPLOYMENT CHECKS**

**Introduction**

To safeguard children and young people who participate in our organisation, Boys & Girls Clubs will carry out appropriate pre-employment checks as part of our staff and volunteer recruitment and selection process to enable us to make informed recruitment decisions. This information sheet gives a brief outline of the process and further information can be obtained from our Designated Child Protection Officer.

**Pre-employment Checks**

After interview we will ask potential staff member/s for their consent to a Disclosure check which will be carried out by Access NI.

**What is Disclosure?**

A Disclosure is a document containing information held by the police and government departments and will assist us in making safer recruitment decisions. There are three levels of disclosure: Enhanced, Standard and Basic and we will carry out Enhanced Disclosure Checks on all potential youth work staff and volunteers after the interview process has been completed.

Disclosures will provide details of a person’s criminal record including convictions, cautions, reprimands, and warnings held on the Police National Computer (PNC). It will also provide details from lists held by government departments and information held by local police services.

A copy of the Disclosure document will be sent directly to the candidate who will then need to show it to Boys & Girls Clubs designated Child Protection Officer.

Please note that you do not have to consent to these checks being carried out. However, if consent is withheld, we will have to withdraw any offer of employment.

With some exceptions having a criminal record will not necessarily prevent an individual from working at Boys & Girls Clubs (see enclosed Statement of Non-Discrimination). This will depend on the nature of the position sought and the circumstances and background of the offence/s. Boys & Girls Clubs has a written policy on the **Recruitment of Ex-Offenders** which is available on request.

**Proof of identification**

To process the Disclosure check, Boys & Girls Clubs is required to confirm the identity of any potential youth work volunteers and members of staff. For this reason, we will request documentation as evidence of identity. Boys & Girls Clubs will provide a list of the acceptable documents required.

**\*\* Please note that any information supplied will be treated in confidence and in accordance with the Data Protection Act and the Access NI Code of Practice (**[**available here**](http://www.nidirect.gov.uk/publications/accessni-code-practice)**). Boys & Girls Privacy Policy is available on request and accessible on our website. The policy on the Safe Handling, Storage and Retention of Disclosure Information is available on request.**

**3. Job SPECIFICATION, JOB Description & PERSON SPECIFICATION**

1. **INTRODUCTION**

1.1 The Application form must clearly demonstrate the qualifications, experience and skills sought, and must be returned to Boys & Girls Clubs beforethe 23rd of August 2024

1.2It is anticipated that interviews will be heldonthe 28th /29th of August.

**2.0 BACKGROUND**

2.1 Boys & Girls Clubs is a Regional Voluntary Youth Organisation and leading youth work charity that has played a pivotal role in the Northern Ireland Youth Service since 1940. We support an extensive network of local youth organisations and aim to provide young people with positive opportunities that will enhance their personal growth to adulthood. The organisation seeks to enable young people to get involved in a wide range of sporting, recreational, lifestyle and educational activities. It creates opportunities for the wider social participation of young people to facilitate their personal and social education and to benefit their health and well-being.

Each year the charity works directly with around 2500 young people and indirectly with 40,000 stakeholders. It aims to inspire young people and youth organisations to be their best in the pursuit of shared goals and to make a real difference in their community.

Boys & Girls Clubs provides educational enrichment opportunities to young people through a network and membership of 150+ affiliated youth organisations located across Northern Ireland. It provides this membership with a wide range of support services and activities including infrastructure support, governance, workforce development and information & guidance. A 12-person Board of trustees, representative of the wider membership, oversees the management of the Organisation.

**3.0 LOCATION**

The main offices at 22a Stockmans Way, BT9 7JU.

**4.0 DUTIES AND RESPONSIBILITIES**

4.1 The successful candidate must be capable of managing the challenging and extensive tasks associated with promoting, implementing and developing a range of youth activities and events on behalf of Boys & Girls Clubs (NI). The post will involve out-of-normal working hours and would only suit an individual who is highly motivated and can work on their own initiative.

4.2 Applicants must be capable of dealing with all the duties and responsibilities as identified in the Purpose of the Job and associated Main Duties & Key Responsibilities.

**4.3 PURPOSE OF THE JOB**

The Sports Development Officer is responsible for the planning, promotion, organisation and development of an annual Programme of Physical Activity, Sports, Competitions and Events for young people and those who work on their behalf. This will include the introduction and development of a range of programme initiatives designed to support the needs and interests of young people and the organisations in our membership.

**4.4** **JOB DESCRIPTION - KEY RESPONSIBILITIES**

**The Sports Development Officer will:**

1. Design, co-develop and implement a multi-sport curriculum of activities, competitions and youth programmes in partnership with membership organisations.
2. Deliver a range of promotional, induction and awareness presentations to affiliated youth clubs and organisations throughout N. Ireland.
3. Develop and implement a promotion and marketing strategy for the Sports and Events Programme.
4. Assist and support the organisation of events delivered in conjunction with partner organisations.
5. Maintain and develop effective administration systems to support programme monitoring, reporting and evaluation.
6. Prepare, maintain and present relevant and effective budgetary and financial information systems
7. Manage and develop resources to support programme design and delivery e.g. sports equipment
8. Recruit, develop and enhance the proficiency and effectiveness of a support team of young leaders and other volunteers including adult sports coaches
9. Contribute to the design and development of effective practices and policies that will support and promote improved community relations
10. Participate in local initiatives to shape and develop BGC partnerships with targeted youth clubs & groups in the region.
11. Facilitate youth participation in decision-making, through building relationships with young people, and those who work on their behalf.
12. Support the participation of young people in wider organisational activities and projects e.g. cross-border and international exchange programmes.
13. To maximise youth participation and volunteer engagement by utilising and developing electronic communications such as website usage, networking circulars and other appropriate forums for our target group.
14. Ensure that regular strategy meetings are scheduled and held with member organisations, so that relationships are built and impact is maximised, action plans are implemented and opportunities are identified to maximise programme participation, and evaluation and review processes.
15. Ensure that all activities are compliant with current legislation and to implement & maintain BGC policies and practices at the appropriate level in relation to work with young people from diverse backgrounds.
16. Identify and liaise with relevant support personnel and agencies in order to network, build relationships and create partnerships, which promote the aims and work of BGC.

**5.0 PERSON SPECIFICATION**

**5.1 Key Skills & Experience:**

1. Excellent organisational skills, including the ability to assess and develop work targets, record keeping, budget maintenance and report writing.
2. Experience of delivering sports activities at local, regional or national level.
3. Ability to implement and develop innovative concepts, and to set and meet agreed operational targets and strategic plans.
4. Good computer skills and knowledge of relationship databases, including electronic communication networking with young people and youth workers.
5. Professional communications skills including highly developed interpersonal skills.
6. Analytical skills with the ability to solve complex and diverse problems.
7. A good understanding of the Youth Work, Community and Sports environments in which BGC works in Northern Ireland
8. Ability to work to deadlines and on own initiative.
9. Current driving licence and access to a car.

**5.2** **Short-Listing Criteria**

Applicants must have, by the closing date for receipt of applications, a third level qualification in sport, youth work or a related subject.

And

At least 1 years’ experience, gained within the last 3 years within a sport, community youth work or educational work-setting in each of the following: -

1. Sport, Competition and Event Programme management and development
2. Promoting positive community relations

(III) Direct work with young people in a structured and planned manner (e.g. syllabus, programme or curriculum)

(IV) Use of Information and Communication Technology and related Software Systems

(V) A track record of achieving effective results within a diverse work programme

Applicants must have a full driving licence, which enables the holder to drive in Northern Ireland for a business related purpose, and have access to a form of transport, which will permit the applicant to meet the requirements of the post in full.

**5.2** **Enhanced** **Short-Listing Criteria**

Boys & Girls Clubs (NI) will short-list only those candidates who appear from the information provided, to meet the essential requirements of this post, and may in some circumstances rely on enhanced criteria for short-listing purposes.

Enhanced criteria will be based on the required number of years experience being increased from 1 year to 2 years, gained in the last 3 years, for each of the criteria (i.e. 5.1 (i) to 5.1 (v),one at a time, and in that order.

So, for example, if a prohibitively high number of candidates meet the minimum short-listing criteria, those who can demonstrate the enhanced criteria only will be shortlisted.

**Please Note:**

It is essential that applicants fully describe in the application form how they meet the experience and qualities sought. It is not appropriate simply to list the various posts that have been held. Assumptions will not be made from the title of posting(s) as to the skills and experience that may or may not have been gained.

All questions should be answered and the Application Form MUST be signed before it can be considered.

**4a. SPORTS DEVELOPMENT OFFICER APPLICATION FORM**

Completed applications must arrive no later than

**23rd August at 12 noon**

LATE APPLICATIONS CANNOT BE ACCEPTED

**IN CONFIDENCE**

|  |
| --- |
| For office use only: Applicant No. \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Personal Details**  Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_  Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Email Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you hold a current full UK driving licence? Yes / No (underline)    Are you a car owner or do you have access to a form of transport which will enable you to carry out the duties of this post in full? Yes / No (underline)  How did you learn about this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Your Qualifications**

|  |  |  |
| --- | --- | --- |
| **Type of Exam**  (GCSE, NVQ, A Level, BTEC, Degree, Post-Graduate etc) | **Subject** | **Grade** |
|  |  |  |

**Are you currently employed? Yes / No** **(please underline your response).**

Current Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Work (**Start with present or most recent job)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Employer** | **Salary & Dates Employed** | **Type of Job** (give brief description of duties) | **Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[Please attach an additional sheet if required]

**Short- listing Criteria**

Boys & Girls Clubs may decide to shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability. It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the ‘Eligibility Criteria’ and possible ‘Short-listing Criteria’ as indicated in the Person Specification.

**Answer all questions in the spaces provided; additional sheets will not be included.**

|  |
| --- |
| 1. Provide evidence of experience in excellent organisational skills, including the ability to assess and develop work targets, record keeping, budget maintenance and report writing. 2. Provide evidence of experience in your ability to implement and develop innovative concepts, and to set and meet agreed operational targets and strategic plans. |

|  |
| --- |
| 1. Provide evidence of experience in good computer skills and knowledge of relationship databases, including electronic communication networking with young people and youth workers. Please also provide evidence of professional communications skills including highly developed interpersonal skills. 2. Provide evidence of a good understanding of the Youth Work, Community and Sports environments in which BGC works in Northern Ireland |

|  |
| --- |
| 1. Provide evidence of your ability to work to deadlines and on your own initiative. |

**Declaration of Criminal Convictions and Monitoring Questionnaire**

Is there any reason why you cannot work with children or young people? **Yes / No** (please underline your response).

In compliance with our policy and current legislation, applicants must fully complete the attached forms and return in a separate sealed envelope:

[1] Declaration of Criminal Convictions

[2] Monitoring Questionnaire - Equality of Opportunity

**Reference**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

|  |  |
| --- | --- |
| **First Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Second Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Declaration**

I declare that the information provided in this Application Form is, to the best of my knowledge,

True and complete.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ / \_ \_ / \_ \_ \_ \_

**4b. DISCLOSURE OF CRIMINAL CONVICTION**

Please read this information carefully.

**Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATEMENT OF NON-DISCRIMINATION**

Boys & Girls Clubsis committed to equal opportunity for all job applicants, including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria of the role, the nature of the offence and the responsibility for the care of children and young people, volunteers and employees. **Applicants are required to declare any convictions, cautions, reprimands and final warnings not protected by legislation.**

**ADVICE TO APPLICANTS**

The disclosure of a criminal record or other information will not debar you from registration or appointment unless Boys & Girls Clubs considers that the conviction renders you unsuitable. In making this decision Boys & Girls Clubs will consider the nature of the offence, how long ago it was committed, your age at that time and other factors which may be relevant. This information will be verified through an appropriate AccessNI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “exempted” nature of the role.

Please complete and sign this Declaration Form (below) accurately and return this with your application form. An arrangement may be made with you to discuss any convictions if clarification is required.

**Thanking you in advance for your co-operation.**

|  |
| --- |
| **DECLARATION**  **Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014?**  **Yes**  **No**  If ‘Yes’, please state the nature, date(s) and sentence of the offence(s) and provide any other information youfeel may be of relevance, such as**:** the circumstances of the offence/incident; any relevant developments in your situation since; and whether or not you feel the conviction has relevance to this post. (Please continue on an additional separate page if required.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I declare that any and all answers provided herein are complete and correct to the best of my knowledge and I have informed Boys & Girls Clubs' Monitoring Officer in writing of any pending future convictions. I understand that I have applied for a role which is a Regulated Activity Position as defined by the Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedom Act 2012) and which also falls within the definition of an “exempted” position as provided for by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (as amended in 2014).  **I give my consent for an AccessNI\* check to take place and for this information to be shared only with relevant persons nominated as part of Boys & Girls Clubs' risk assessment and appointment procedures.**  **(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_ \_ / \_ \_ / \_ \_ \_ \_** |

\* Boys & Girls Clubs complies with the AccessNI Code of Practice. Further information is available at

[www.boysandgirlsclubs.net](http://www.cypni.net) and [www.accessni.gov.uk](http://www.accessni.gov.uk)

4c. MONITORING QUESTIONNAIRE - EQUALITY OF OPPORTUNITY

**Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Ref: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ / \_ \_ / \_ \_ \_ \_**

Boys & Girls Clubs is committed to equality of opportunity in employment and aims to select and employ the best person for each post. All job applicants and employees shall receive equal treatment regardless of gender, marital status, age, disability, socio-economic circumstances, health, sexuality, religious or political belief, colour, race and ethnic or national origin.

We will encourage positive attitudes and behaviour towards groups and individuals and will strive to eradicate prejudice and discrimination by promoting equality of opportunity in all areas of our work and organisational structure.

To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by the Fair Employment and Treatment (Northern Ireland) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are perceived as either Catholic or Protestant. We are therefore required to ask you to indicate your community background by ticking the appropriate box below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DECLARATION**  *I am a member of the Catholic community* I am a member of the Protestant community I am a member of neither the Protestant nor *the Catholic community*  Please indicate whether you are: *Female*  *Male*  *Prefer not to say*  Date of Birth: \_\_ /\_\_ / \_\_\_\_  **ETHNIC ORIGIN** **(please tick appropriate box.)**   |  |  |  | | --- | --- | --- | | **Bangladeshi** | **Black African** | **Black Caribbean** | | **Black/Other** | **Chinese** | **Indian** | | **Pakistani** | **White** | **Other (Please specify):** |   N.B. If you do not complete this questionnaire and return it with your Application Form, we will be unable to process your application to the next stage of the selection process.  **\*\* This form will be separated from your Application Form and will not be seen by the selection panel.**  **Thanking you in advance for your completed and signed Application Forms 4 a) b) & c)** |