

## YMCA Lurgan Information Pack

Thank you for your interest in the above post. Please ensure you have copies of the following documents:

- 1) Job Description & Person Specification
- 2) Application Form
- 3) Declaration of Criminal Convictions
- 4) Equal Opportunities Monitoring Form

### Who we are:

**Our Association:** YMCA Lurgan is a voluntary faith based youth organisation that since 1986 has focused on providing youth programmes for young people in Lurgan Town Centre.

**Our Location:** YMCA Lurgan operates from its own premises situated in Lurgan's Ward at 4 Carnegie Street. The Association also provides a range of services and programmes within these premises as well as a space for other community groups to use.

**Our Governance & Structure:** YMCA Lurgan is a charitable company limited by guarantee being governed by a Board of Directors who are responsible for the planning, coordination and governance of the YMCA. The Board of Directors are representative of local business people, teachers, parents and retired citizens with young people representing the organisation through our Youth Forum

The day to day management of the Association is delegated to the CEO who reports through the Chair of the Board on a monthly basis.

**Our People:** YMCA Lurgan currently employs a small but passionate and motivated team of full and part time staff who are supported by an amazing pool of dedicated volunteers and young leaders. Together, our staff and volunteers have supported over 300 registered young people across the Lurgan area in the past 12 months

**Our Programmes:** The diverse range of programmes offered ensures that provision is inclusive, flexible and agile in responding to the identified needs of young people.

Current provision is designed specifically around these needs, and includes:

- Centre-based youth work
- Independent living skills programmes for young people with disabilities
- Targeted youth programmes

- Training, leadership & volunteer development.
- Community engagement projects
- Partnership working with local schools, other youth providers and community groups

**Our Vision:** That Lurgan is a place where young people, their families and the community can *flourish*, in body, mind and spirit

**Our Mission:** We strive for *inclusive* spaces where everyone feels welcomed, accepted and inspired by social justice and peace for all, and to provide life enriching opportunities for all, building good relations and social inclusion within our community.

**Our Values:** That YMCA Lurgan is a place of Welcome, Opportunity, Peace & Justice and Wellbeing, for all

YMCA Lurgan upholds and promotes the values of honesty, integrity, transparency, accountability and the active involvement and participation of young people in all aspects of the management and delivery of our work

## YMCA Lurgan Recruitment Process

**Please read the following carefully before completing your application form.**

**The application form:** All sections must be completed, if it is not applicable state that it is not applicable. Applicants please ensure that you first read the essential criteria on the person specification and the duties on the job description to see if you are suitable for the post. If you feel you are, you must write specific examples on the application form demonstrating how you meet every essential criteria – as this is what the short-listing will be based on.

**Personal details:** Make sure that your contact details are clearly displayed. If you move house or change telephone number, between sending in your form and being interviewed, please let us know as soon as possible. All personal details will be removed prior to the selection process.

**Shortlisting:** Applicants will be shortlisted against the criteria in the person specification.

**The interview:** All shortlisted applicants will be contacted by either telephone or email to offer an interview and this will be confirmed by email. You will be informed of the time, location, and contact for the interview.

Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

**In preparation for the interview, take the opportunity to read through the job description, application form, and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job. If you have any special requirements that would allow you to participate more fully in the interview, let us know when you are invited to interview.**

## Application Form Guidance

**THE FOLLOWING INFORMATION PROVIDES GUIDANCE ON COMPLETING YOUR APPLICATION. PLEASE READ THIS INFORMATION CAREFULLY BEFORE SUBMITTING YOUR APPLICATION**

Applications will only be accepted on the official application form. Completed applications should be returned:

**Via email to:** [elizabeth@ymcalurgan.org](mailto:elizabeth@ymcalurgan.org)

Completed applications must be received at the above email address by the date specified on the job advert and application form. YMCA Lurgan will not accept incomplete application forms or application forms received after the closing time and date stated above. **Late applications will not be accepted under any circumstances.**

Interview invites will be issued after this date,

We look forward to hearing from you and receiving your application. For any queries about the position, please contact Michele Taylor by either telephone - 028 38321025 or email - [michele@ymcalurgan.org](mailto:michele@ymcalurgan.org)

Shortlisting of applicants will be based only on the information provided in their Application Form. It is essential that all applicants demonstrate how and to what extent they satisfy the essential criteria outlined in the Person Specification (by providing specific examples of their experience, skills etc). You are encouraged to read the Person Specification before you address the Application Form as this outlines the skills, knowledge and experience and personal qualities required for each post.

Only those candidates who meet the **essential** criteria will be invited for interview. Desirable criteria, if included, will only be used as an additional filtering mechanism in the event that a large number of applicants meet the essential criteria.

## General information

Interviews will not normally be rescheduled to accommodate applicants who are unable to attend on the agreed date. Reschedules will be entirely at the discretion of the panel.

If an applicant fails to present herself/himself for interview, at the allocated time and they do not respond when contacted via telephone, it will be deemed that they have withdrawn from the process.

### Vetting procedure Assessment information

Appointment is subject to completion of required pre employment checks to include:

- appropriate documentary evidence of eligibility to work in the UK
- documentary original evidence of any qualifications stated on application
- employment history validation.

## **Nationality requirements**

YMCA Lurgan must ensure that you are legally entitled to work in the United Kingdom and as such will require ORIGINAL documentation to be provided that demonstrates the applicant's right to work in the UK.

All **successful applicants** MUST provide such documentation when requested

Advice on Nationality can be obtained from the Home Office website:

[www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

## **ACCESS NI CHECKS (CRIMINAL CONVICTION CHECKS)**

If you have applied for a post that involves "regulated activity" under the Safeguarding Vulnerable Groups (NI) Order 2007, YMCA Lurgan will be required to undertake an Enhanced Disclosure of Criminal Background.

The category of AccessNI check required for these posts is: [Enhanced Disclosure Check](#)

Before appointing anyone to a regulated post, it is our policy to request an Access NI check to be carried out. Access NI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.

The check will tell us if you have a criminal record, or if your name is included in the Independent Safeguarding Authority Barred Lists. Any information which we receive will be treated confidentially and we will talk to you about it before we make a final decision. A check will only be carried out if you are considered to be the successful candidate and are being offered an appointment. In your application you MUST tell us if you have ever been convicted of a criminal offence, cautioned by the Police or bound over. You MUST tell us about ALL offences, even minor ones such as motoring offences and 'spent' convictions, that is, things that happened a long time ago. If you leave anything out it may affect your application. In addition, it is important to note that if your application is successful and you become an employee of YMCA Lurgan, you MUST tell us IMMEDIATELY if you incur any criminal charge and/or conviction, no matter how minor.

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made.

PLEASE NOTE: It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Individuals who are barred may be able to work in controlled activity.

Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/vetting](http://www.nidirect.gov.uk/vetting) or [www.accessni.org.uk](http://www.accessni.org.uk).

**Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978**