

Application Pack

Explanatory Notes for Candidates

Please read these instructions fully before completing Forms A1 and A2.

1. This Job Application Form is designed in such a way that all of your personal details will be outlined on Form **A1** and will be used for administration purposes only. All specific information furnished by you relating to the post on offer will be outlined on Form **A2**.
2. Shortlisting will be based solely on the information furnished on Form **A2**; therefore you should ensure that the information given is sufficiently comprehensive and relevant to the post on offer.
3. Read through the Application Form fully and then complete both Forms **A1** (one page) and **A2** (seven pages) by typing or writing into the appropriate text boxes.
4. Keep a photocopy of your completed Job Application Form.
5. Applications will only be accepted on the official Job Application Form and should be **received by Friday 8th November 2024 no later than 4pm**.
6. Applications will not be accepted electronically.
7. A Post Office 'Certificate of Posting' must support any allegations of a loss or delay in the post. In the event of such a loss or delay a photocopy of the completed application form and the 'Certificate of Posting' must be presented to the correspondence address below within 72 hours of the above closing date and time.
8. Do not forward any cover letter, Curriculum Vitae, Certificates or References with the Application Form.
9. Referees will only be contacted by the Family Resource Centre with the permission of the candidate.
10. Place completed Form A1, in a separate envelope marked Form A1 and seal.
11. Return the completed Form A2, along with a sealed envelope containing Form A1, to the **Recruitment Administrator, Westport Family & Community Resource Centre, The Fairgreen, Westport, Co. Mayo, F28 H971**.
12. Canvassing will disqualify.

**Westport Family & Community Resource Centre,
The Fairgreen,
Westport,
Co. Mayo**

**Application
Form
A1**

CONFIDENTIAL

Reference Number

APPLICATION FOR POST OF: Community Support Worker

PERSONAL DETAILS

Name:

Address:

Telephone Contact Number(s):

E-mail:

REFERENCES

Give details of two referees, including your current or most recent work placement, who would support your application

In the event of a job offer, would you be willing to give **Westport Family & Community Resource Centre** your permission to contact the two referees for a reference?

Yes No

1. Current or most recent employment (Supervisor or Line Manager)

Name:

Address:

E-mail:

Telephone No:

2. Second Reference

Name:

Address:

E-mail:

Telephone No:

DECLARATION

I certify that the information given in this application is accurate and complete to the best of my knowledge.

Signed: _____

Date: _____

Please note that the signing of this application form (forms A1 and A2) indicates that you have read the job description and any other information issued by the Company and that you can comply with the requirements of the post. Any false statements may result in the application being declared invalid.

**Westport Family & Community Resource Centre,
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Westport,
Co. Mayo**

**Application
Form
A2**

CONFIDENTIAL

Reference Number

APPLICATION FOR POST OF **Community Support Worker**

EDUCATIONAL DETAILS

Starting with the most recent, list all Certificates, Diplomas and/or Degrees and specify dates of attainment. Candidates called to interview will be asked to present verification of awards.

COURSE TITLE & AWARDING BODY	YEAR COMPLETED

Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment.

COURSE TITLE & TRAINING ORGANISATION	YEAR COMPLETED

MEMBERSHIPS

List all Professional Bodies, Voluntary and Community Sector (V&CS) Organisations, etc. of which you are or have been a member. If you played a specific role or undertook special responsibility within the organisation, please give details

NAME OF PROFESSIONAL BODY, VOLUNTARY &/OR COMMUNITY ORGANISATION, ETC.	YEAR(S) OF MEMBERSHIP

Westport Family & Community Resource Centre, The Fairgreen, Westport, Co. Mayo. **Eircode:** F28 H971

Tel: 098 24419 **Email:** admin@westportfrc.ie **Website:** www.westportfrc.ie

Company No. 380806 **CHY No.** 16804 **Charity No.** 20061340

Company Trustees: Sonya Murray, Naomi De Rís, Daphne Mooney, Mark Garavan, Sue Hynes, Mary O'Malley-Graham, Judy Casey, Patrick English



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& Teaghlaigh na hÉireann
Ireland's Child & Family Agency

WORK EXPERIENCE Starting with the most recent, give details of your work experience – include voluntary and unpaid work you feel may be relevant to this post

Give Details of Current (or Last) Work and Indicate Type of Organisation:	
Company Name:	
Indicate the Sector: Community and Voluntary <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>	
Date of commencement:	Date of termination:
Outline reason(s) for leaving (if applicable):	
Position of responsibility held:	
Specify the type of work: Paid <input type="checkbox"/> Voluntary <input type="checkbox"/> Hours per Week:	
Outline main tasks of the post:	
1	2
3	4
5	6

Give Details of Previous Work and Indicate Type of Organisation:	
Company Name:	
Indicate the Sector: Community and Voluntary <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>	
Date of commencement:	Date of termination:
Outline reason(s) for leaving (if applicable):	
Position of responsibility held:	
Specify the type of work: Paid <input type="checkbox"/> Voluntary <input type="checkbox"/> Hours per Week:	
Outline main tasks of the post:	
1	2

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3	4
5	6

Give Details of Previous Work and Indicate Type of Organisation:	
Company Name:	
Indicate the Sector: Community and Voluntary <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>	
Date of commencement:	Date of termination:
Outline reason(s) for leaving (if applicable):	
Position of responsibility held:	
Specify the type of work: Paid <input type="checkbox"/> Voluntary <input type="checkbox"/> Hours per Week:	
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SUITABILITY FOR THE POST:

Please answer all of the following questions.

Under the headings detailed below, please outline your experience, skills and abilities in relation to the post of Community Support Worker. In your answer please outline when, and for how long you were engaged in the relevant activity. Continue on a separate sheet if necessary.

Experience working in a community-based setting

Working through a community development approach with individuals and groups

Developing and delivering projects and initiatives

SUITABILITY FOR THE POST (Continued)

Familiarity/ application of child safeguarding best practice

Experience working collaboratively with groups and organisations

Experience of strategic planning and programme development

Experience of managing budgets and accessing funding

Experience of working with refugees/ marginalised groups (*desirable*)

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Report writing

With reference to the Person Specification and Job Description - why do you think you are particularly suitable for this position?

Any additional information that you feel is relevant?

Have you access to your own transport for work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a clean full driving licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you provide a letter of indemnification from your insurer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Are there any legal restrictions on your availability to take up employment? If YES please give details.

If appointed, when could you commence employment with Westport Family & Community Resource Centre ?

Westport Family and Community Resource Centre

Confidential

DECLARATION FROM ALL STAFF AND VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE

Name _____

Address: _____

Date of Birth: _____

Place of Birth: _____

Any other name previously known as _____

Have you ever been convicted of an criminal offence or been the subject of a Caution or of a Bound Over Order?

Yes ___ No ___

If yes, please state below the nature and date(s) of the offence(s):

Nature of offence Date of offence

1. _____

2. _____

3. _____

Signed: _____

Date: _____ -

Job Description for Community Support Worker for Westport Inclusion Project

Job Title: Community Support Worker

Overall Purpose of the Job: To work with the Centre's Voluntary Management Committee and the Project Co-ordinator to promote participation, foster cultural understanding and respect, and encourage community engagement and collaboration through a community development approach. The worker will drive the Project's development, ensuring its initiatives are aligned with identified community needs, while promoting integration and inclusivity within Westport.

Key Areas of Work

Community Development

- Facilitate the integration and support of new communities through a comprehensive program of social activities and community initiatives.
- Develop relationships and work cooperatively with locally based groups and organisations to foster collaboration and support for the project's goals.
- Be guided by the assets and needs within both the local and new communities.
- Support and empower members of new communities to be able to respond to their own needs through a process of capacity building.
- Establish and develop mechanisms for engagement and delivering feedback to relevant stakeholders, highlighting issues and needs of community members.
- Work from a person-centred, human rights-based approach at all times.
- Identify any issues that may lead to disadvantage, marginalisation or social exclusion and work with the Voluntary Management Committee and the Co-ordinator to raise awareness of these issues

Specific Areas of Work

- Promote, support, and enhance community engagement and leadership, establishing a network of community leaders along with a dedicated steering group.
- Set out timelines, milestones and targets as part of an agreed plan with the Co-ordinator and the local volunteer response.

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- Develop and implement an orientation programme for newcomers in collaboration with the steering group and community leaders.
- Identify and develop peer support/ community/ interest groups being led by the needs and voices of the beneficiaries
- Advance anti-racism initiatives and collaborate with local organisations to explore the establishment of a local anti-racism network aimed at addressing issues related to racism and social exclusion.
- Identify and provide information on social, community and recreational groups and clubs and support participation and involvement in them.

Administration and Reporting

- Work with the Co-ordinator to identify funding sources and assist in grant writing to support the Project's sustainability.
- Manage the Project resources effectively, ensuring compliance with policies and budgetary requirements.
- Participate in planning, review and evaluation of the work of the Centre.
- Document the work and relevant data on an on-going basis and prepare regular work / progress reports for the Voluntary Management Committee and the Project Co-ordinator.

General

- Attend monthly team meetings.
- Work within the policies, procedures and governance of Westport FCRC.
- Accountable to the Voluntary Management Committee through regular support and supervision with the Co-ordinator and VMC as required both orally and written.
- Participate in ongoing training and development when requested and where it enhances the delivery of services and continued professional development.
- Work closely with staff and volunteers in the existing friendly and cooperative environment.
- Ensure that the vision and values of Westport FCRC are upheld in the course of the work at all times
- Any other tasks as requested by Co-ordinator and/or Voluntary Management Committee.

Other Relevant Information

Hours of Work

- The post will be part- time – 28 hours per week
- The hours of work will be 9.00 to 13.00 hrs and 14.00 to 17.00 hrs, between the days of Monday to Friday as agreed with the Voluntary Management Committee and Project Co-ordinator. The Community Support Worker will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.

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- The contract will be temporary, part-time, for a minimum of 24 months and subject to continued funding.
- A three- month probation period will apply.

Accountability

The Community Support Worker will report and be responsible to the Project Co-ordinator and the Voluntary Board of Management.

Salary

The salary will be commensurate with qualifications and experience and no less than € 39,152.00 (pro rata) per annum

Pension

There is no provision for pension as this is a short-term, temporary contract.

Confidentiality

The Community Support Worker will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre and the people we support.

Holidays

24 days per annum (in a 12-month period) plus public holidays.

Garda Vetting

The position is subject to the completion of a satisfactory Garda Vetting process.

Community Support Worker for Westport Inclusion Project Person Specification

Job Title: Community Support Worker

Name of Employer: Westport Family & Community Resource Centre

This Person Specification is a description of the relevant skills, experience and qualifications that are required for the position of Community Support Worker

Essential

- A relevant third level qualification- Minimum level 8 (for example, Community Development, Social Care, or other relevant discipline)
- A minimum of 2 years' recent experience working in a community-based setting
- A minimum of 2 years' experience working through a community development approach with individuals and groups
- Familiarity with child safeguarding best practice in line with *Children First* guidelines
- Experience of working collaboratively with groups and organisations
- Experience of strategic planning and programme development
- Experience of managing budgets and accessing funding
- Experience of group work and facilitation
- High standard of report writing skills
- High standard of IT skills, specifically in Microsoft office applications

Desirable

- Experience working with refugees / marginalised groups
- Access to own transport
- Understanding of poverty and disadvantage.
- Commitment to a human-rights-based approach.

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