



National Reading Network
Project Leaders Job Application Pack

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1. Role & Selection Process Summary

Job title	Reading Network Project Leader
Job location	North: Within driving distance of one of the following YOIs: Hindley, Thorn Cross, Lancaster Farms South: Withing driving distance of one of the following YOIs: Aylesbury, Reading, Chelmsford, Rochester or Cookham Wood
Hours	28 per week
Salary	£27,000 pro rata
Benefits	Pension Scheme - 3% employer contribution
Leave	4 weeks
Duration	3 Years: Year 1 & 2: 28 hours per week Year 3: 7 hours per week (with the potential to increase dependent on funding)
Probation period	Six months
Closing date	14th May
Shortlisting	W/C 17th May
Interview date	8th & 9th June
Appoint	10th June
Job start date	1st September 2010

2. Job Description Reading Network Project Leader

Role:

the post holder will be part of a wider team delivering the Reading Network and Toe By Toe around England.

Your duties include but are not limited to:

- Establishing a Reading Network with YOIs in the North of England.
- Supporting Local Representatives and YOIs to embed delivery of Toe By Toe in each establishment.
- Organising Programme Delivery and Devolvement Group Meetings.
- Acting as Local Representative at the Hub YOI.
- Attending the Hub YOI at least once a week.
- Establishing best practice delivery with the YOIs as learnt from the pilot scheme.
- Liaising with and reporting to the Project Manager.
- Organising and preparing reports for PDD Group, Steering Group and Reading Network meetings.
- Partnership development with other VCOs.
- Liaising with the relevant Director of Offender Managers.
- Developing links with YOS and Probation.
- Minute taking and disseminating when necessary.
- Collecting and collating data and evaluation information.
- Supporting the Project Manager with evaluating the development of the project.

Person Specification Matrix

Criteria required for the role	Essential	Desirable
Technical & Qualifications:	A minimum of 4 years relevant experience.	Qualified to degree level or equivalent, preferably with a teaching/youth related/social work background
Skills & Knowledge:	<p>Knowledge and understanding of the difficulties faced by poor readers and offenders.</p> <p>Knowledge and understanding of Government policy on rehabilitation; the function of probation/YOT services and the structure of prison system.</p> <p>Ability to give presentations at meetings and events.</p>	<p>Familiarity with office systems - filing, telephone enquiries, collating information, arranging meetings, travel requirements and organising diaries.</p> <p>Ability to deliver</p>

	<p>Have significant experience of MS Office.</p> <p>Excellent communication skills - both written and verbal.</p> <p>Report writing skills.</p> <p>Negotiation skills</p>	<p>training to groups.</p>
Experience:	<p>At least 1 year of project co-ordinator experience, including planning, building and maintaining relationships and evaluation.</p> <p>Of being well organised in a work setting, attending meetings, meeting deadlines and disseminating information.</p> <p>Of managing own time and prioritising own workload.</p> <p>Evidence of success in managing and facilitating effective working relationships across and between organisations.</p> <p>Organising and chairing meetings.</p>	<p>Of working in the public sector.</p> <p>Of working from home.</p> <p>Of working with volunteers.</p>
Disposition:	<p>Tact & diplomacy.</p> <p>Methodical & systematic.</p> <p>Enthusiasm and tenacity.</p> <p>Ability to work under own initiative, often with minimal supervision, and able to manage a varied workload.</p> <p>Committed to equal opportunities across the workplace and other organisations/environments.</p>	
Circumstances:	<p>Able to travel extensively across the North and to other areas when necessary.</p> <p>Able to accommodate a home office.</p> <p>To have a degree of flexibility in working hours to allow travel time.</p> <p>Driving licence and access to a car.</p>	

3. APPLICATION FORM

Shannon Trust

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

1. POSITION APPLIED FOR REFERENCE NUMBER (office use only)

2. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile)
Dr/Mr/Mrs/Ms:	Telephone number (Work):
Address:	Email:
Postcode:	

Do you have the right to work in the UK?	Yes	No
Note: the company will require proof of this right before an offer of employment can be confirmed - e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996		
Do you have a clean, current driving licence?	Yes	No
Have you a car/ access to a car for business use?	Yes	No

3. EDUCATION

From	To	Type of School (i.e. Grammar/ Secondary)	Examinations taken and Qualifications Gained (Specify Grades)

4. FURTHER/ HIGHER EDUCATION

From	To	Name of Institution (state if Full - or- Part Time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute/ Organisation	Grade Of Membership (Where appropriate)

6. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

7. TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate

8. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position against the Person Specification.

9. DISABILITY DISCRIMINATION ACT 1995

Section 1 of this Act describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled? Yes No

(please tick as appropriate)

If yes, do you require any special arrangements to be made to assist you is called for interview?

Please provide details:

10. REFEREES

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

11. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date:

4. Shannon Trust Equal Opportunities Policy

General Statement

Shannon Trust is committed to achieving equal opportunities in employment, suppliers and the services it provides. No user of Shannon Trust services, employee, volunteer or job applicant should receive less favourable treatment because of sex, colour, ethnic origin, age, race, disability, religion, sexual orientation, marital status or any other criterion not relevant to the point at issue.

As an employer and provider of a service, Shannon Trust accepts the responsibility to promote equal opportunities and challenge discrimination wherever it occurs. Our policy sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities.

It is the responsibility of all staff, volunteers and service users to ensure that no other service user, volunteer or employee receives less favourable treatment than any other.

The Shannon Trust Board of Trustees will review this policy at least every three years.

You can request a copy of our full Equal Opportunities Policy from:

Shannon Trust

2nd Floor

Royal London House

22-25 Finsbury Square

London

EC2A 1DX

E-mail: enquiries@shannontrust.org.uk

5. EQUAL OPPORTUNITIES MONITORING FORM

Shannon Trust is an equal opportunities employer. To help us make sure that it works effectively, we would appreciate your completion of this form. The information will be used solely for monitoring purposes and will be treated in strictest confidence. It will be separated from your application form on receipt.

Please tick the relevant boxes that apply to you:

Part A:

Are you

Male Female

Part B:

Please tick your age group

25 - 35 56-65
 36 - 45 Over 65
 46 - 55

Part C:

How would you describe your ethnic origin?

White, British	<input type="checkbox"/>	Asian, Asian British	<input type="checkbox"/>
English	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	Sri Lankan	<input type="checkbox"/>
Any Other White Background	<input type="checkbox"/>	Any Other Asian Background	<input type="checkbox"/>
Black, Black British	<input type="checkbox"/>	Mixed Heritage	<input type="checkbox"/>
African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Any Other Black Background	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Chinese, Chinese British	<input type="checkbox"/>	Any Other Ethnic Background(Please	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	State)_____	<input type="checkbox"/>
Any Other Chinese Background	<input type="checkbox"/>	Prefer not to state	<input type="checkbox"/>

In order to improve recruitment, please tell us how you heard of Shannon Trust

Internet Search Engine	<input type="checkbox"/>	Charity Jobs	<input type="checkbox"/>
Do It.Org	<input type="checkbox"/>	Reach	<input type="checkbox"/>
Local Volunteer Bureau	<input type="checkbox"/>	Friend / Acquaintance	<input type="checkbox"/>
Poster/Leaflet	<input type="checkbox"/>	Other (please state below)	<input type="checkbox"/>
Shannon Trust Website	<input type="checkbox"/>	_____	